



CITY OF MORRO BAY
 COMMUNITY DEVELOPMENT DEPARTMENT
 955 Shasta Avenue
 Morro Bay, CA 93442

RE: SHORT-TERM VACATION RENTAL (STR) APPLICATION WORKSHEET

The City of Morro Bay adopted a [Short Term Rental Ordinance](#) in 2020 that allows property owners to operate STRs within city-limits, provided that permit requirements and standards to minimize neighborhood impacts are met. The following table is intended to help prospective STR operators determine eligibility before submitting a formal application.

Before you begin, [determine what zone your property is located in](#). If you are unable to, **stop** here and contact the city.

Contact Information
 Email: str@morrobayca.gov
 Phone: Angie Buoncristiano (805) 772-6264

Check Yes or No to the following questions:

Table 1	True	False
<i>Applicable to Full-Home Rentals and Home-Shares</i>		
The STR is not operated in a vehicle, non-habitable, illegally constructed, or illegally converted structure (such as a shed, unconverted garage, car, van, or truck), unpermitted attached or detached accessory dwelling unit, unpermitted rooms or patio, etc.		
The STR is not operated from dwellings that are designated as affordable housing units, or out of a mobile home park.		
The STR is not operated from a boat in the harbor, or from a recreational vehicle, including 5 th wheels and camper trailers.		
The property is not located in a housing development that is subject to CC&Rs.		
The STR is not operated from a duplex, triplex, or other type of multi-family residence.		
The property, property owner, and/or STR host has not had an STR permit suspended or revoked anywhere in the State of California, within the previous two years.		
The property owner and/or STR host has not been asked or been compelled to no longer advertise with a hosting platform within the previous two years.		

Table 1 (contd.)	True	False
<i>Applicable to Full-Home Rentals and Home-Shares</i>		
The STR is located in a residential, commercial, or mixed-use zone.		
There are two (2) off-street parking spaces available for guests.		
<i>Applicable to Home-Shares Only</i>		
The STR is not operated out of a guest house.		
The host will be on-site in the primary residence throughout the guest’s stay on the property.		

If any of the questions in Table 1 are answered “False,” **stop** here and contact the city for more information.

Short-Term Vacation Rental Application

If all answers are “True” in Table 1, proceed to completing the application. The information provided below is intended to help applicants complete the application form.

Contact Information

The host, and the property owner, if different, have the responsibility to ensure that the STR and its guests comply with all the provisions of the Municipal Code. The City must also have current contact information for the local contact person, if they are different. A local contact person is defined as an individual who is personally available by telephone on a 24-hour basis and who maintains the ability to initiate corrective action within one hour of being notified of a concern or complaint and who has authority to address Municipal Code violations or any disturbance or problem.

Rental Property Information

Rental Type

A “full-home” rental is a short-term vacation rental of no more than 30 consecutive days of a home, in whole or in part, for exclusive transient use. The guest enjoys the exclusive private use of the dwelling, and the host is not present.

A “home-share” rental is a short-term vacation rental within a dwelling unit, including a guest house, where the host lives onsite and is on the property throughout the guest’s stay. For commercial and mixed-use properties, a home-share also includes a unit within a duplex, triplex, or quadplex where the host occupies one of the units as their primary residence.

Onsite Required Parking Spaces

1. Short-term vacation rentals must provide sufficient onsite parking spaces for their guests; no offsite or other street parking is allowed.
2. Onsite parking should be only in legal spaces required for the applicable housing type.

The below parking spaces must be provided onsite. Offsite parking (for example, street parking) is not allowed for purposes of calculating required parking.

Table 2: Required Parking	
Housing Type	Required Off-Street Parking Spaces
Single-Family Home	2 spaces
Duplex	2 spaces per unit
Multi-Family (3+ units)	1 stall per studio unit, 1.5 stalls per one-bedroom unit, 2 stalls per unit with two or more bedrooms, and 1 additional stall for every 5 units to accommodate guests

If it is unclear whether there is adequate parking available, **stop** here and contact the city for more information.

Maximum Guest Occupancy

Occupancy for each full-home rental shall be limited to two individuals per bedroom, plus two, for a maximum of 10 guests; occupancy for home-share rentals shall be limited to two individuals per bedroom. Children are included in the occupancy limits unless they are under 3 years of age.

Amenities

Amenities are non-essential resources available to guests. Examples include covered parking, deck or patio, dishwasher, fireplace, hardwood floors, private balcony, windows with views, barbeque, in-unit laundry, etc.

Hosting Platform

Hosting platforms are websites that offer STR listings. These include, but are not limited to: AirB&B, VRBO, Booking.com, TripAdvisor, Expedia, HomeToGo, Tripping, and Homestay.com.

Next Steps

1. Complete the [Short-Term Rental Application](#) and submit to str@morrobayca.gov.
2. The application will then go through the intake process with one of the following outcomes:
 - a. *Proceed.* In this scenario, the initial review of the application signifies that the application can proceed. Fees will be collected. Additional items outlined on the next page will be required upon fee payment. An inspection, the process also outlined on the next page, will be scheduled. After all the additional items are turned into the City, the application will be considered “complete.”
 - b. *Waitlist.* In this scenario, the initial review of the application indicates that the property may be eligible to operate as a short-term vacation rental, but the City has reached its density limitations for the total number of short-term vacation rentals allowed in Residential Zones. The application would then be placed on the waitlist maintained by the City, which will be available on the City website. When the property is eligible to get off the waitlist, the City will reach out to outline the next steps for the applicant.
 - c. *Denial.* In this scenario, the initial review of the application indicates that the property would not be eligible to operate as a short-term vacation rental.

In all three scenarios, a letter will be sent to the applicant outlining the outcome of the initial review of the application and any next steps necessary to complete the application process.

3. After intake, the City shall review the application for completeness. If the application is incomplete, the City shall inform the applicant in writing within 30 days of receipt of the application, articulating the necessary additional information for completeness. An application that is found to be incomplete upon a second submission shall be deemed abandoned.
4. The City shall deny, conditionally approve, or approve an application within 45 days of receipt of a completed application. Conditions imposed shall be aimed at ensuring that the short-term vacation rental does not create a disturbance in the neighborhood, and is not operated in a manner that will undermine the character of its neighborhood.

Additional Items

The following items will be submitted for informational purposes only; they will be required after the initial intake process, before the permit is issued. These items will not be required to enter the waitlist.

1. Copy of House Rules (include Parking requirements)
2. Copy of current Property Insurance policy as a short-term vacation rental
3. Copy of all current STR permits held by the applicant or property owner for any other property in the City
4. List of hosting platforms used and copy of STR website advertisements (please include website link)
5. Photo evidence of front yard signage (at the time of Inspection)
6. Copy of [Good Neighbor Brochure](#) (at the time of Inspection)
7. Completed [Inspection Report](#) (to be done by Inspectors)

Required Inspection

Short-term vacation rentals shall be inspected as part of the initial application, and every four years thereafter at the time of renewal. Each renewal application when a City inspection is not required will include a self-inspection form to be filled out and signed under penalty of perjury by the property owner.

For City inspections, the inspection report template can be found on the City's website. Failure to adhere to all the requirements of the ordinance as listed on the inspection checklist may result in a failed inspection. Reinspection may take up to 90 days to reschedule and a fee of \$181 per hour (1 hour minimum) will be charged. For inspections done on renewals, all rentals must stop, and listings taken down if a property does not pass the inspection.