

SHORT TERM RENTAL PERMIT APPLICATION PROCEDURES & GUIDELINES

Application Deadlines

COASTAL ZONE:

OPENS – January 14, 2022 @ 10:00 AM

CLOSES February 14 , 2022 @ 5:00 PM

INLAND ZONE:

OPENS – January 14, 2022 @ 10:00 AM

No Closing Date for the the Inland Zone

Information about the Short Term Rental Permit process is available on the City's website at <https://www.oxnard.org/short-term-rentals-str/>

The following procedures outline the Short Term Rental (STR) application required materials, evaluation process, and other information necessary to apply for a STR permit in the City of Oxnard.

ELECTRONIC APPLICATION SUBMITTAL

All applications to permit and operate a STR must be submitted electronically via the Host Compliance portal accessed through the City's website: <https://www.oxnard.org/short-term-rentals-str/>

APPLICATION WINDOW

The STR application window for all zones in the City will open on January 14, 2022 at 10:00 AM. The application window closures are different for the Coastal Zone and Inland Zone.

1. Coastal Zone: The STR application window will close on February 14, 2022 at 5:00 PM. If you would like to be notified of future Coastal Zone application windows, send an email requesting to be placed on the "Short Term Rental Interested Parties List" to str.info@oxnard.org
2. Inland Zone: The STR application window for the Inland Zone will remain continuously open. (The City reserves the right to close the application window for the Inland Zone at a future date.)

APPLICATION REQUIREMENTS

Applicants must submit a complete comprehensive STR application package digitally via the Host Compliance portal accessed through the City's website. STR applications received will include a timestamp to ensure applications are processed on a first-come, first-serve basis.

The following information will be required to be submitted with an application to the City of Oxnard:

1. [A Site Plan/Floor Plan](#)
2. [Nuisance Response Plan](#)
3. [Short Term Rental Affidavit Form](#)
4. Proof of Homeowner's Exemption (for homeshares only)
5. Multiple Property Owner Documentation (if more than one person or entity owns the property, be prepared to upload documentation which specifies which individuals own the property)
6. [Land Use Application Form](#)

The STR regulations are adopted pursuant to Oxnard City Code Chapter 16, Article XI and Chapter 17, Article IV, Section 17-53, and are subject to the provisions of those Chapters.

FEES

All STR applications will be required to submit a payment of **\$2,614.25** (covers the first three bedrooms, but an additional \$20 fee is to be charged for additional room). This fee covers the registration fee (Phase 1 & 2), mailing fee and Business License fees. The fees also cover City staff time for reviewing applications and administrating the application process.

Payments should be made directly through the Host Compliance website. Under special circumstances, an applicant may pay in person with cash or by a certified check, cashier's check or money order made payable to the City of Oxnard; however, please be aware that under this special circumstance the STR application timestamp would be reflective of the later of the application submittal / payment received date.

If the property does not qualify for a STR based on the separation requirements from existing permitted STRs and/or because the maximum number of STRs are located within a particular zone, then the STR application fee will be fully refunded.

LIMITATIONS

Limitations include, but are not limited to, the following:

- A STR permit may only be issued for a STR if an owner of the subject STR property does not have an ownership interest in another STR property that is currently permitted under the Short Term Rental regulations, The only exception is if the dwelling unit is a timeshare property pursuant to the Vacation Ownership and Time-share Act of 2004.
- There are a limited number of STR permits available in the City's Coastal Zone. In particular, the properties in the Residential Beach Front (R-BF) zone only allows for 10% of the residential homes in the R-BF zone to have a STR, and those permits were already issued for Grandfathered STR properties.
- New STR properties must be at least 100 feet away from other STR properties located in the R-BF zone and 200 feet from STR properties located in any other zone.
- The number of STR permits in any single General Plan Neighborhood cannot exceed 5% of the total dwelling units in a Neighborhood.
- The City will not be able to issue a STR permit for properties which do not comply with the separation requirements. Prospective applicants are encouraged to contact City staff at info.str@oxnard.org to find out if their property complies with separation requirements from

properties with issued STR permits; however, applicants are not required to contact City staff prior to submitting a STR application.

- STR Permits shall automatically expire upon sale or transfer of ownership of the property, in whole or in part.

CITY'S RESERVATION OF RIGHTS

The City will only accept any STR applications through the Host Compliance portal as described above in this document.

The City reserves the right to reject any application based on “demonstrably incomplete” submittal documents or if the application has been received before the designated application window opens or after the designated application window has closed.

The City reserves the right to request and obtain additional information from any STR applicant. If a STR applicant is not fully responsive to City requests (i.e. compliance with Timelines identified below), the City reserves the right to reject a STR application following a single written reminder of the City’s request and associated response timeframe. A partial refund would be available, and the amount of the refund would be at the full discretion of the Community Development Director or designee.

STR applicants will be notified if there is any reason why their STR application will not be moving forward in the STR application process.

If a STR application is rejected, a new STR application and fees would be required and the original timestamp of the original STR application will not be honored on future STR applications.

APPLICATION PROCESS

All STR applicants are advised to do the following:

1. Review the entire “STR Permit Application Procedures & Guidelines” document, including the "STR Zoning Consistency" table and the "STR Safety Inspection Form," and then prepare documents which will be needed before the application window opens.
2. Review their STR application in its entirety to ensure that it is complete and accurate.

PHASE I: DETERMINATION OF ELIGIBILITY

During Phase I, STR applications will be reviewed to determine if all STR application components have been submitted and if the property in question complies with the criteria identified above in the Limitations section. The determination of eligibility will be based on the criteria outlined in these procedures.

STR applications will be processed on a first-come, first-serve basis, meaning the STR application with the earliest timestamp which has submitted all STR application components and is consistent with all criteria outlined in these procedures will be the factor to determine which property is eligible for a STR application, and eligible STR applications will be processed ahead of other STR applications with a later timestamp. If a subsequent STR application is submitted which is located within 100 feet of another STR permit or application for properties within the R-BF (Residential Beachfront) zone or within 200 feet of another STR permit or application for properties in all other zones, the applicant will be notified of this fact, and their application will be put on hold, and temporarily determined to be not eligible. City staff

would continue to process the application(s) ahead of their application.

- If the earlier eligible STR application is granted a STR permit, the subsequent STR application(s) would be determined to not be eligible for a STR permit based on the separation requirements, and the subsequent STR application fee(s) would be fully refunded.
- If an earlier STR application is rejected, the subsequent STR application with the next earliest timestamp would then be processed as the next-in-line STR application.

Eligible STR applications will be allowed to continue into Phase II.

PHASE II: APPLICATION REVIEW AND INSPECTION

During Phase II, City staff will review each STR application for completeness with all of the detailed STR regulations, and City Code Compliance will inspect the property affiliated with the STR application.

STR applications will be evaluated for consistency with the detailed STR regulations. The Short Term Rental Zoning Consistency evaluation chart is provided at the end of this document, and City staff will use this chart to determine if the proposed STR is in compliance with the City's STR regulations. City staff recommend STR applicants use this chart to review their projects for consistency with the STR regulations before submitting an application to the City.

City staff will notify STR applicants by email if their applications are found to be missing minor requirements (i.e. items to clarify site plan and floor plans, names and dates on forms, missing contact information). STR applicants will be granted up to fourteen calendar days from the date of the email which specifies the missing information to submit the required information or to request additional time. Decisions to grant time beyond fourteen calendar days will be at the full discretion of the Community Development Director or designee. Failure to submit materials within the allotted time frame will be grounds to reject a STR application.

After the STR applicant provides all written information and plans required by the STR regulations and the written information and plans are found to be consistent with the STR regulations, the property is to be physically inspected. Inspections will be focused on safety aspects, as well as verifying the property is consistent with the application materials provided to the City. A copy of the STR Safety Inspection Form can be found here: [SHORT TERM RENTAL SAFETY INSPECTION FORM v060121.pdf](#)

It is the responsibility of each STR applicant to schedule an inspection with Code Compliance within fourteen calendar days of being notified that an application is ready for their inspection. Decisions to grant time for the initial inspection beyond the fourteen calendar days will be at the full discretion of the Community Development Director or designee.

If a property does not pass their initial inspection, a re-inspection will be required. The re-inspection is to be scheduled within seven calendar days. Decisions to grant time for the reinspection beyond the seven calendar days will be at the full discretion of the Community Development Director or designee.

Failure to schedule the inspection or reinspection within the allotted time frame will be grounds to reject a STR application.

STR PERMIT ISSUANCE

Following a successful inspection, City staff will issue the STR permit. Upon issuance of the STR permit,

City staff shall mail notice of STR permit issuance to the owner of the subject property and the owners of all real property situated within 300 feet of the property which has been granted the STR permit.

BUSINESS LICENSE PROCESS

Once a STR application advances to the Phase II processing, a STR applicant can submit their [Business Tax Certificate \(BTC\) application](#) to the Licensing Department for processing. The STR applicant can either drop off this BTC application in person at 214 South C Street, or they can email it to ctlicensing@oxnard.org.

TIMELINES

Once City staff has received a STR application, this is the anticipated timeline:

- 4 weeks for City staff to review the STR application
- 14 calendar days for a STR applicant to provide additional information / revised plans (as requested by staff)
- 14 calendar days to schedule an inspection with Code Compliance
- 7 calendar days to correct inspection issues and schedule a re-inspection (as applicable)
- Decisions to grant time beyond these timeframes will be at the full discretion of the Community Development Director or designee.

CONTACT INFORMATION

If you have any questions or would like an update on the status of your application, please contact the Planning Division at 805.385.7858 or by email at str.info@oxnard.org.

Applicants should monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of any changes.

Short Term Rental Zoning Consistency

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
<p>Definition OCC Sec. 16-661 & 17-53(F)(3)</p>	<p>SHORT-TERM RENTAL - The rental of a residential unit for a period of less than 30 consecutive calendar days. SHORT-TERM RENTALS include both homeshares and vacation rentals.</p> <p>HOMESHARE - A dwelling which is the primary residence of an owner who possesses at least a 20% ownership interest in the subject parcel, with any portion of the dwelling rented for a period less than 30 consecutive days when said owner is physically present in the same dwelling, with no meals or food provided to the renter or renters. A HOMESHARE is not considered a home occupation. Use of a dwelling for occasional home exchange is not considered a HOMESHARE.</p> <p>VACATION RENTAL - A dwelling, any portion of which is rented for a period less than 30 consecutive days when the owner is not physically present, with no meals or food provided to the renter or renters. A VACATION RENTAL is not considered a home occupation under this article. Use of a dwelling for occasional home exchange is not considered a VACATION RENTAL.</p>		
<p>STR Permit Findings OCC Sec. 16-663(C) & 17-53(F)(3)</p>	<p>(1) The property is compliant with all State and local codes.</p> <p>(2) The property complies with the requirements in this article.</p> <p>(3) There is no substantial evidence of nuisance behavior from the location.</p> <p>(4) Issuance of the permit will not exceed the neighborhood</p>		

	cap pursuant to section 16-662 or 17-53(C).		
<p>Owner requirements and limitations OCC Sec. 16-663.2 & 17-53(H)</p>	<p>(1) Permits may only be issued to the owner(s) of the homeshare or vacation rental property, and shall automatically expire upon sale or transfer of ownership of the property, in whole or in part.</p> <p>(2) A permit may only be issued for a homeshare or vacation rental property if no owner of the subject homeshare or vacation rental property is also the owner of another homeshare or vacation rental property that is currently permitted under this article. In addition, if a property contains multiple dwelling units that have not been subdivided pursuant to the subdivision map act (e.g.. a duplex, cottages or apartments), only one dwelling unit on the property is eligible for permitting as a homeshare or vacation rental under this article.</p> <p>(3) Notwithstanding any language in subsection (H)(2) to the contrary, if a dwelling unit is subject to the Vacation Ownership and Time-share Act of 2004, an owner of said dwelling unit may obtain a permit for more than one such dwelling, provided that said owner otherwise complies with all of the applicable requirements of this section 17-53.</p>		
<p>Ineligible dwellings, structures and spaces OCC Sec. 16-663.4 & 17-53(I)</p>	<p>No permit for a homeshare or vacation rental shall be issued for any of the following dwellings:</p> <p>(1) A dwelling subject to a city-imposed covenant, condition or agreement restricting its use to a specific purpose including but not limited to an affordable</p>		

	<p>housing unit, farmworker housing, a superintendent or caretaker dwelling.</p> <p>(2) A dwelling on property fully or partially owned by a corporation, partnership, limited liability company, or other legal entity that is not a natural person, except in the event every shareholder, partner or member of the legal entity is a natural person as established by documentation (which shall be public record) provided by the permit applicant. In the event this exception applies, every such natural person shall be deemed a separate owner of the subject dwelling and property for purposes of this article. Notwithstanding any language in this subsection (1)(2) to the contrary, if a dwelling unit is subject to the Vacation Ownership and Time-share Act of 2004, such unit may be owned by a corporation, partnership or limited liability company and still be eligible to obtain a permit pursuant to this section 17-53, provided that said owner otherwise complies with all of the applicable requirements of this section 17-53.</p> <p>(3) A dwelling on property owned by six or more owners, unless each owner shares common ancestors or the dwelling is subject to the Vacation Ownership and Time-share Act of 2004 and became subject to the Vacation Ownership and Time-share Act of 2004 on or before January 1, 2019.</p> <p>(4) A dwelling or structure that has not, if legally required, obtained a full building final inspection or been issued a valid certificate of occupancy by the city building official.</p>		
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	<p>(5) A mobile home located in a mobile home park.</p> <p>(6) Space in a yard or on a balcony. Camping in a backyard or on a balcony as a form of STR is prohibited.</p> <p>(7) A vehicle, to include an RV, car or boat. Use of a vehicle as a form of STR is prohibited.</p> <p>(8) Those 440 units in the planned development community known as The Colony at Mandalay Beach.</p> <p>(9) Those units in the Harbour Island condominiums.</p> <p>(10) An accessory dwelling unit.</p>		
<p>Nuisance response plan OCC 16-666 & 17-53(L)</p>	<p>Each nuisance response plan accompanying a vacation rental application shall contain the following information and otherwise be in a form required by the community development department.</p> <p>(1) The mailing address and telephone number of the owner or owners of the residential dwelling unit or units to be used as a vacation rental pursuant to the permit.</p> <p>(2) The name, address and telephone number of the person or persons who will be available by telephone, and who will be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the vacation rental by tenants, their visitors and/or their guests. For the purposes of this section, a return telephone call to a complainant shall be deemed “prompt” when:</p> <p>(a) Between the hours of 7:01 a.m. and 9:59 p.m. the call to contact the renter to correct the problem is made within 30</p>		

	<p>minutes of receiving the initial complaint;</p> <p>(b) Between 10:00.p.m. and 7:00 a.m.. the quiet hours, the call to contact the renter to correct the problem is made within 15 minutes of receiving the initial complaint.</p> <p>(3) No more than a total of three persons shall be designated in the response plan as a person responsible for responding to or causing a response to a nuisance complaint; and</p> <p>(4) Only one such person shall be designated as the person responsible for responding to a nuisance complaint during any particular hours of the day, different days in a week, and/or different weeks of the year.</p> <p>(5) The manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.</p> <p>(6) The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this section “timely corrective action” shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 30 minutes of the initial nuisance complaint.</p>		
<p>Operational standards OCC Sec. 16-667 & 17-53</p>	<p>The following minimum operational standards apply to all homeshares and vacation rentals. All owners, renters, occupants and visitors of</p>		

	<p>homeshares and vacation rentals shall comply with the operational standards. The owner(s) and permittee(s) of homeshares and vacation rentals are ultimately responsible for ensuring compliance with, and are liable for violations of, these operational standards.</p>		
<p>(2) Occupancy limits - OCC Sec. 16-667.2 & 17-53(M)(2)</p>	<p>(a) Vacation rental overnight occupancy shall be limited to a maximum of two persons per bedroom occupying up to five bedrooms, plus two additional persons, up to a maximum of ten persons.</p> <p>(b) Homeshares shall have a maximum of two bedrooms available for rental. Overnight occupancy shall be limited to a maximum of five rental guests.</p> <p>(c) Inclusive of the owner(s) in the case of homeshares, the maximum number of total persons allowed on the property at any time shall not exceed the maximum overnight occupancy plus six additional persons. No person who is not staying overnight at the homeshare or vacation rental shall be on the property during the quiet hours stated in subsection (M)(4)(b).</p> <p>(d) Homeshares and vacation rentals shall not be rented to more than one group at a time; no more than one rental agreement shall be effective for any given date.</p> <p>(e) The primary occupant of a vacation rental shall be an adult 21 years of age or older. The primary occupant shall be legally responsible for compliance of all occupants of the unit and/or their guests with all provisions of this article</p>		

	and/or this code.		
(3) Parking requirements - OCC Sec. 16-667.3 & 17-53(M)(3)	<p>(a) Parking shall be provided on the property as follows:</p> <ol style="list-style-type: none"> 1. A minimum of one parking space for vacation rentals in a studio or one bedroom; 2. A minimum of two parking spaces for homeshares and vacation rentals with two to four bedrooms; and 3. A minimum of three parking spaces for homeshares and vacation rentals with five or more bedrooms. <p>(b) Permitted garages and driveways on the property shall be unobstructed and made available for renter parking.</p>		
Property management requirements OCC Sec. 16-668 & 17-53(N)(1)	The following minimum property management requirements apply to all homeshares and vacation rentals.		
Owner/property manager requirements - OCC Sec. 16-668.1 & 17-53(N)(1)	<p>(a) At all times a homeshare is rented out, a homeshare owner shall be onsite between the hours of 10:00 p.m. and 7:00 a.m., and within 25 miles of the property at all other times, to ensure compliance with the standards and requirements of this article.</p> <p>(b) At all times a vacation rental is rented out, the vacation rental shall have one or two designated property managers, one of whom shall be available at all times and within 25 miles of the property, to ensure compliance with the standards and requirements of this article. An owner may serve as one of the property managers.</p> <p>(c) Each application under this article shall include</p>		

	<p>the name, address, and telephone number(s) at which the property manager(s) can be reached at all times, along with the signature of each property manager. Any requested change to a designated property manager shall be made through a formal written request to the community development director or designee, and shall include the signature of the proposed property manager and the desired effective date of the change. No change to a vacation rental's designated property manager shall take effect unless and until approved in writing by the community development director or designee.</p>		
<p>(2) Permit notification - OCC Sec. 16-6682 & 17-53(N)(2)</p>	<p>(a) The planning division shall provide a mailed notice of permit issuance, and of each permit renewal, to the owner of the subject property and the owners of all real property situated within a radius of 300 feet of the exterior boundaries of the assessor's parcel(s) which is the subject of the application.</p> <p>(b) At a minimum, the notice of permit issuance shall include: (i) directions to view a copy of the nuisance response plan: and (ii) contact information for the code compliance division.</p>		