

Exhibit H

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MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director



LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS
1441 Schilling Place, South 2nd Floor (831)755-4800
Salinas, California 93901-4527 www.co.monterey.ca.us/rma

SHORT TERM RENTAL (STR) APPLICATION CHECKLIST

The Resource Management Agency is the lead agency to coordinate the processing of STR applications through Monterey County land use agencies. The following is a checklist of materials, data and reports required for submittal of your STR application. Please feel free to contact your **TBD** at any point in the development process regarding questions you may have about your application.

PLEASE MAKE AN APPOINTMENT WITH YOUR ASSIGNED **TBD** TO SUBMIT APPLICATION MATERIALS.

AN APPLICANT SHALL PROVIDE THE FOLLOWING FOR EACH STR UNIT WITH ANY APPLICATION, AND AN APPLICATION WILL NOT BE DEEMED COMPLETE UNTIL THE INFORMATION OR DOCUMENTATION REQUIRED IS PROVIDED:

- Completed Application Form
- Property Manager Contact Information including name, address, phone number and email address
- Affidavit of Residency **TBD**
- One (1) Set of Plans drawn to scale and labeled, in the form and manner required by the Chief Planning Official, including:
 - Site Plan including locations and dimensions of all property lines, rights-of-ways, vehicular easements, edge of pavement, driveways and on-site parking areas, and existing buildings
 - Floor Plan showing all rooms including windows and doors
- Copy of the STR rental contract **TBD**
- An inspection report that provides and verifies information, in the form and manner required by the Chief Building Official, to ensure the property is safe and habitable for its intended use, including verification of adequate egress from sleeping quarters and common areas, installation of accessible fire extinguishers, and a carbon monoxide alarm on each level, and that the property exists in accord with appropriate land use and building permits
- Comprehensive Water Quality Analysis in the form and manner required by the Environmental Health Bureau, if applicable
- Septic/OWTS Performance Evaluation Form in the form and manner required by the Environmental Health Bureau, if applicable
- Copy of OWTS informational signs
- Evidence of Adequate Solid Waste Services
- Transient Occupancy Tax Registration Certificate

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SHORT TERM RENTAL (STR) PERMIT APPLICATION

Application Type: New Renewal

Unit Information

Property Address: _____ Unit No.: _____
Assessor's Parcel No.: _____ Total No. of
Total No. of Onsite Parking Spaces (e.g. garage, driveway, Bedrooms: _____
etc.): _____

Application Information (Complete only if different from Owner Information)

Name: _____ Phone No.: _____
Mailing Address: _____ City/State: _____
Zip Code: _____ Email: _____

Owner Information

Name: _____ Phone No.: _____
Mailing Address: _____ City/State: _____
Zip Code: _____ Email: _____

I certify that the information provided in this application is true and correct. I agree to notify the County of Monterey of any material change in the information provided in this application and/or any change in ownership of this property within 14 days of such change. I have reviewed Chapter TBD (Transient Use License) of the Monterey County Municipal Code which pertains to my use of the Transient Use License and I understand the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in Chapters TBD. I consent to an inspection of the property to verify any information in this application or at anytime to assess compliance with Chapters TBD.

Owner's Signature (Required): _____ Date: _____

Applicant's Signature: _____ Date: _____

STR PROPERTY MANAGEMENT

Name: _____ Phone No.: _____
Mailing
Address: _____ City/State: _____
Zip
Code: _____ Email: _____

Note: 24-Hour Contact must be available to arrive at the STR property site within 30 minutes at all times during rental period.

If the contact person identified above is an elected or appointed official (including a public safety official) as defined by sections 6254.21 or 6254.24 of the California Government Code, this application must be signed below by the contact person, and constitutes written permission under Government Code section 6254.21 that the contact person's name and phone number may be placed on the County's internet website. If the contact person identified above is an employee of the County of Monterey within the scope of **section 468 of the County Procedures Manual**, this application must be signed below by the contact person, it constitutes a waiver of the provisions of that section, and it constitutes written permission as relevant to County of Monterey to place the contact person's name and phone number on the County's internet website.

Contact Person Signature: _____ Date: _____

STR RENTAL SAFETY CERTIFICATION

The following items require verification to assure the vacation rental unit is equipped and maintained to minimum safety standards to help provide for a safe vacation experience. Verification can be performed by owner (self-certified), certified home inspector, County Building Inspector, or by the property manager/agent. All items must be checked with form signed and dated.

- Smoke alarms** (listed and approved by the State Fire Marshall) installed in the following locations per the 2013 California Residential Code, Sec. R314.1.
 - In each sleeping room;
 - Outside each separate sleeping area in the immediate vicinity of the bedroom(s);
and
 - At least one alarm on each story, including basements and habitable attics.

- Carbon Monoxide alarms** (listed by an approved agency such as UL) installed in the following locations per the 2013 California Residential Code, Sec. R315.1.

- Outside each separate sleeping area in the immediate vicinity of the bedroom(s);
 - At least one alarm on each story, including basements and habitable attics but not including crawl spaces or uninhabitable attics.
- Working **GFCI's** (ground fault circuit interrupters) required at all receptacles within 6 feet of all kitchen, bathroom, bar and laundry sinks per the 2013 California Electrical Code, Art. 210-8.
- All sleeping rooms shall be provided with at least one **emergency egress window** with a minimum net clear opening of 5 square feet, with a minimum opening height of 24 inches and minimum net clear opening width of 20 inches, with the bottom of the clear opening being not greater than 44" measured from the floor. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided such devices are releasable or removable from the inside without the use of a key, tool or special knowledge. Per the 2013 California Residential Code, Sec. R310.
- All stairs shall have at least one continuous **handrail** running the full length of the stairs per the 2013 California Residential Code, Sec. R311.7.8
- All walking surfaces measured vertically more than 30" above grade or other floor levels, including mezzanines, platforms, stairs, ramps and landings shall have **guard railing** a minimum of 42" in height with openings no greater than 4" per the 2013 California Residential Code, Sec. R312.1. Exception: Guards on the open sides of stairs shall have a height not less than 34" measured vertically from a line connecting the leading edges of the treads.
- **Pool/spa safety barrier** enclosures shall comply with Santa Cruz County Code, Sec. 12.10.216. Exception: Self-contained spas or hot tubs with listed/approved safety covers need not comply with barrier requirements.
- Rental equipped with at least one **fire extinguisher** (type 2A10BC) installed in a readily visible/accessible location near the kitchen.

I hereby certify that the safety standard conditions listed above are fully complied with and will be maintained in a useable and functioning condition. Form must be signed by one of the following four parties.

Owner of Rental Unit: _____ Date: _____

Certified Home Inspector/License No.: _____ Date: _____

County Building Inspector: _____ Date: _____

Property Manager/Agent: _____ Date: _____

For questions regarding these safety certification requirements, please contact the Chief of Building at 831-755-4800.

DRAFT

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Measuring your Vacation Rental and Drawing Scaled Plans

Applications for Vacation Rental permits within the unincorporated portions of the County must include scaled floor plans and a scaled plot plan.

This guide suggests how the homeowner may draw and measure their house and land so that it will provide enough information to fulfill the requirements.

Items required:

Standard measuring tape – 25 ft.
Pad of gridded paper – 4x4 grid (4 lines to the inch)
Pencil – sharpened 2H
Red ball point pen
Eraser

Information to obtain:

Assessors Parcel Map: copy may be obtained at the
Department of Public Works, Surveyor's Office

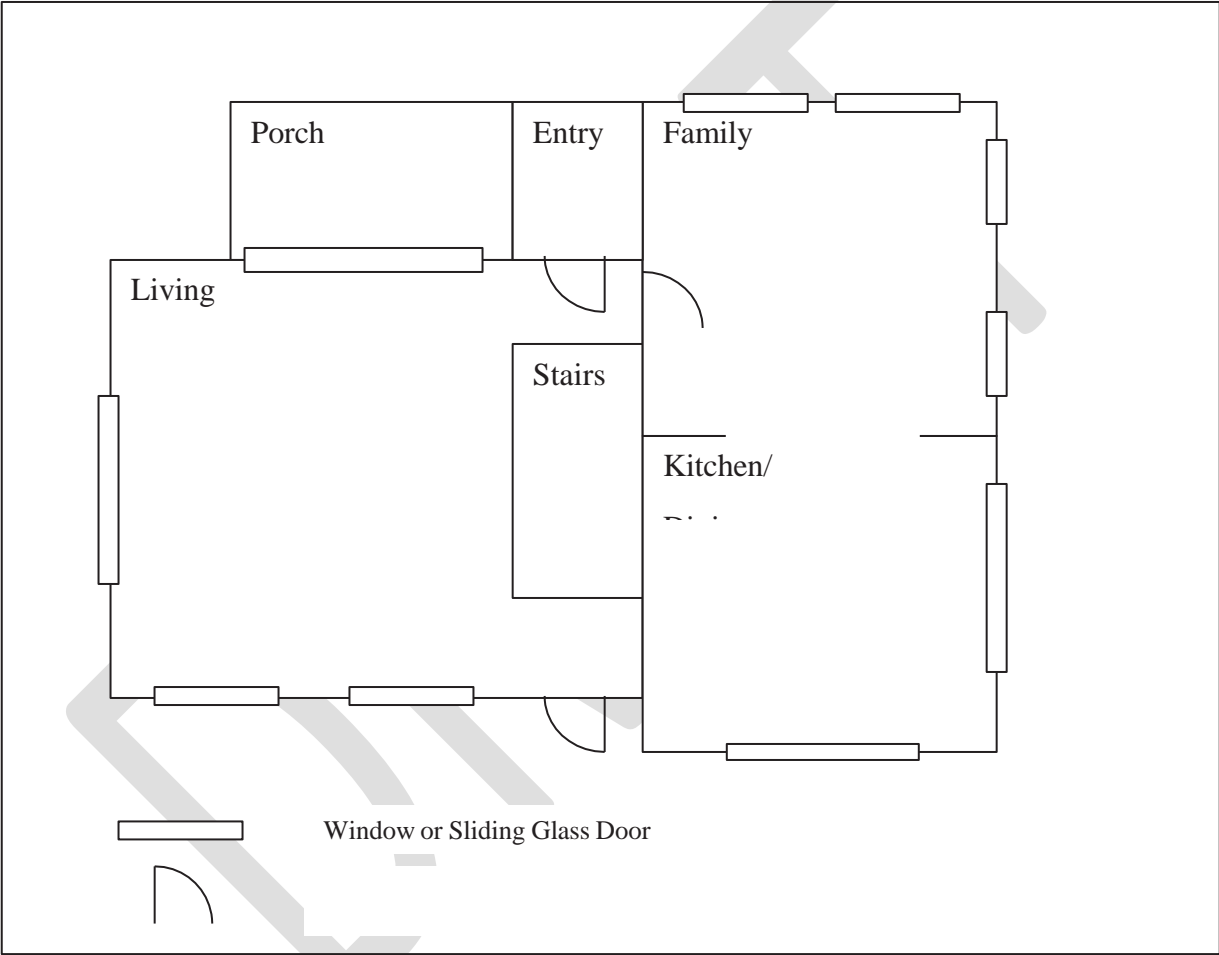
Assessors Drawing of Building: owner can obtain copy at the Assessor's Office

Scanned Building Permit Drawings: from the late 1980's on, may be ordered through a Public
Records Act Request

THE FLOOR PLAN(S):

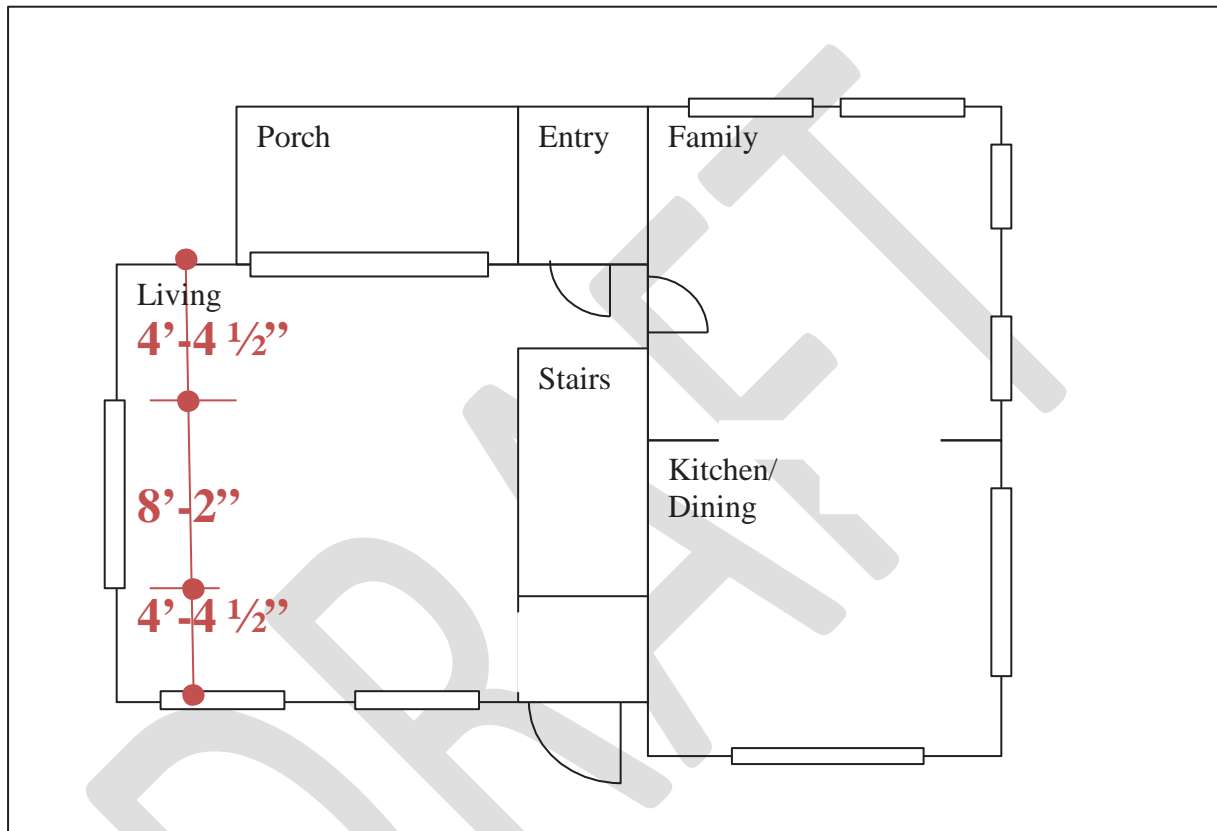
Step 1.

Draw a rough outline of the plan. Do NOT worry about scale or measuring at this point. Take a sheet of blank 8 1/2" x 11" notepaper and roughly draw a single line drawing of the rooms – show windows and doors. You can draw this with a pencil so you can erase easily. It is the proportions of the rooms and the locations that you should try to record accurately.



Step 2.

Measure the walls on the inside of the room. Start in one corner and pull the tape to the edge of the window. Measure across the opening of the window. Then finish measuring from the window(s) to the wall. Note the measurements on your rough drawing. Measurements should be to the nearest 1/2". It is clearer if you record the measurements with a red pen. Measure all window and door openings.



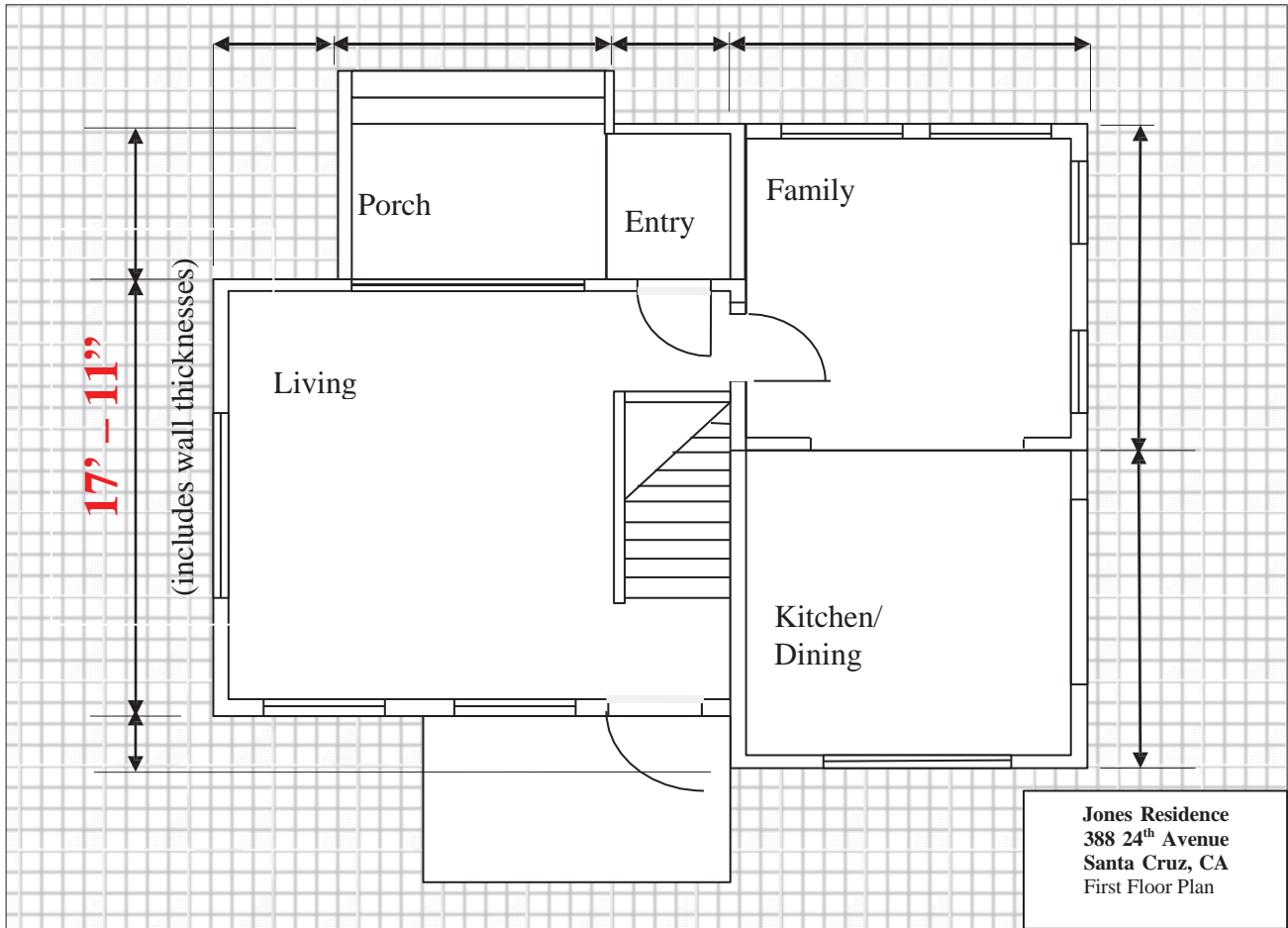
Step 3.

You are now going to draw the floor plan to scale. You should use the scale that 1/4" on the drawing is the same as 1 ft. in actual dimension. The pad of graph paper should be gridded to 1/4" squares (check before you buy it!). The walls are approximately 6" thick (close enough for this purpose), so you should draw them at roughly half the width of one square of the grid.

You may have to tape more than one sheet of grid paper together to make the drawing. Check this by adding up the overall dimensions of the house. For example: if the house is 26' x 46', when you draw it to scale, the drawing itself will be 6 1/2" x 11 1/2" (divide 26 by 4 = 6.5 and divide 46 by 4=11.5). You can see that this particular plan will need two sheets taped together!

For this drawing, only the overall dimensions are important. Please put the owners name and scale on each drawing. You can use the dimension that you worked out on the initial sketch. Remember to add 6" for the walls (you measured from interior finish to interior finish). Label each room.

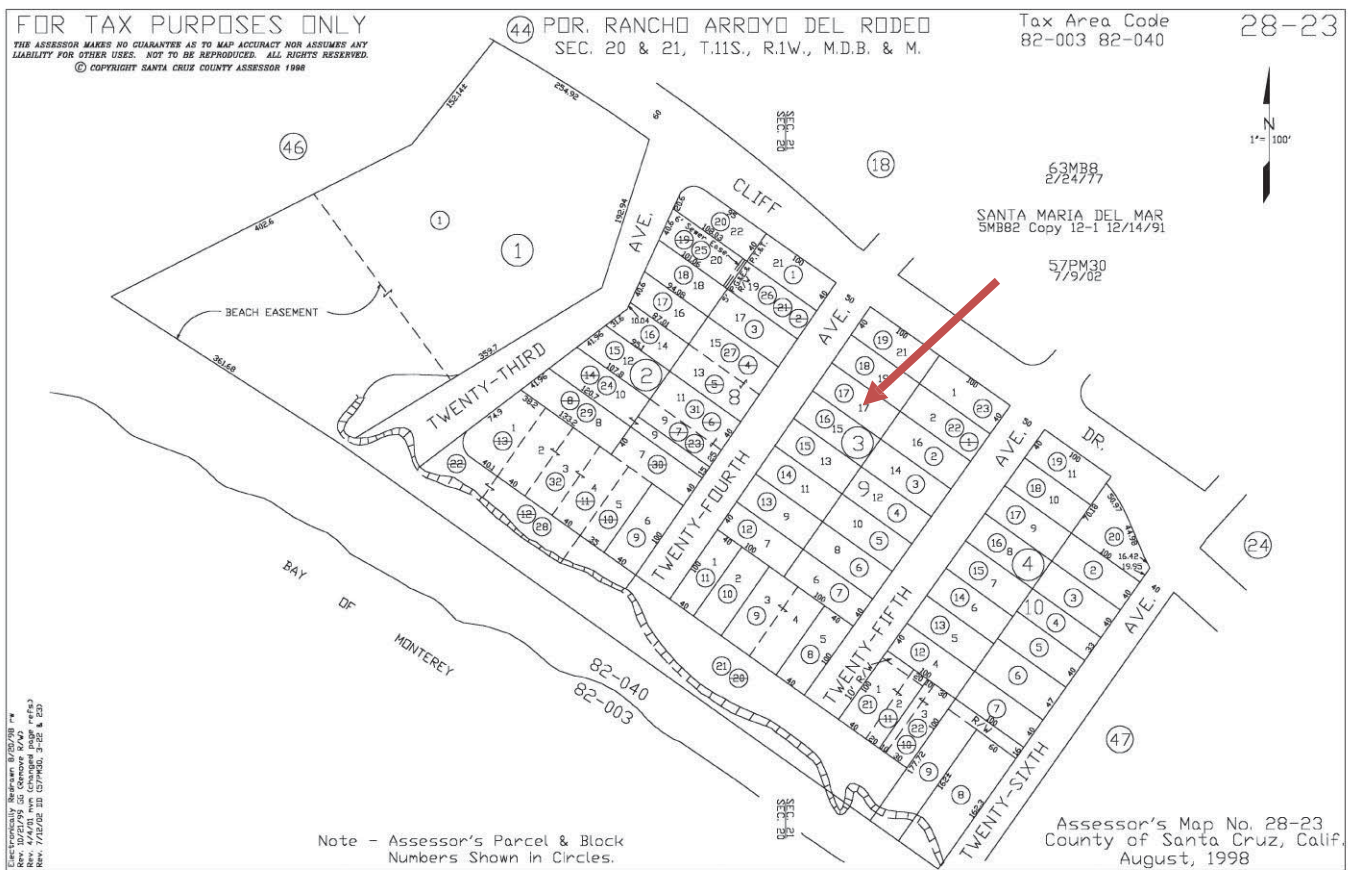
IF YOU HAVE A TWO STORY HOUSE, REPEAT THESE STEPS FOR BOTH FLOORS.



THE PLOT PLAN:

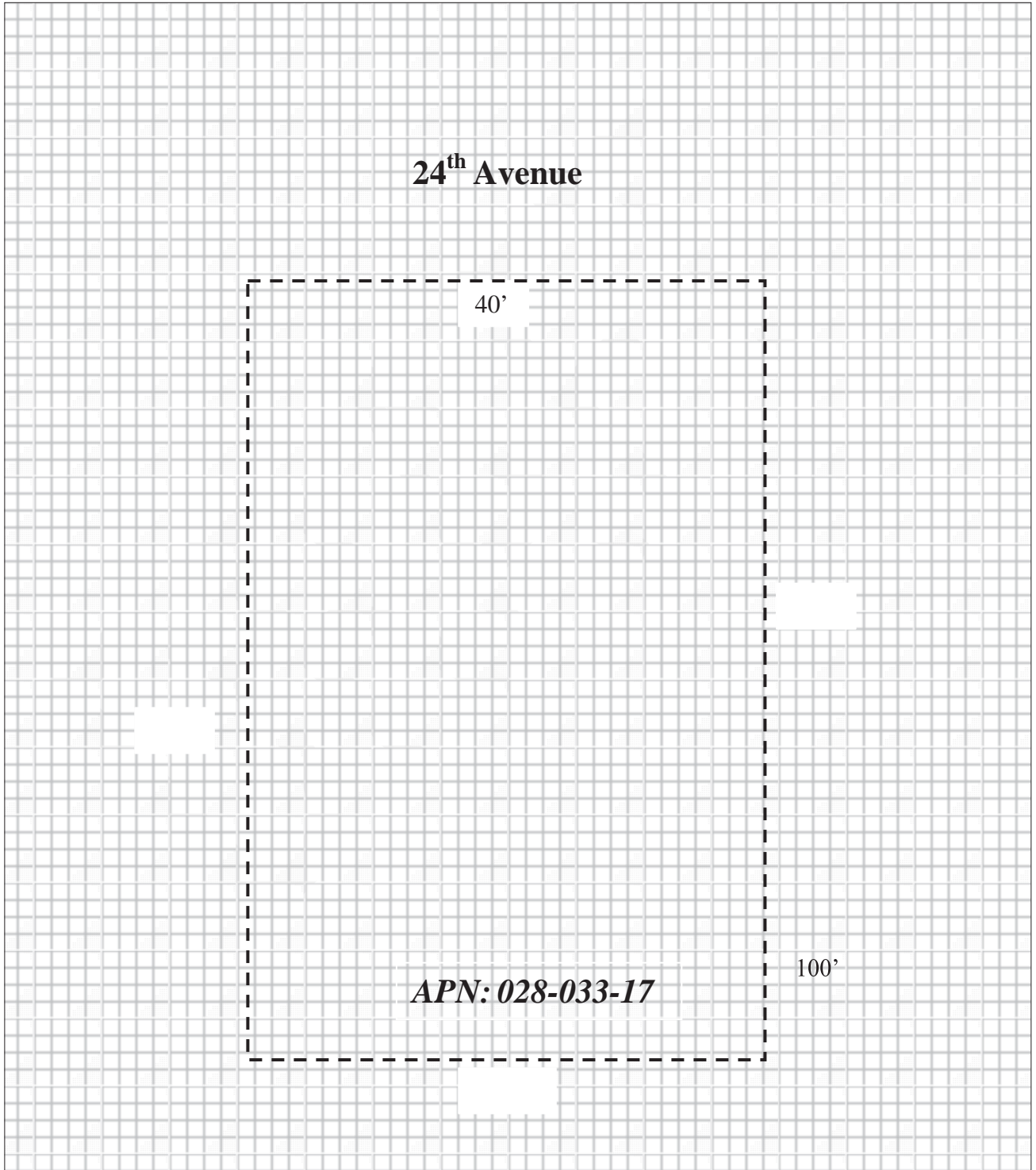
Step 1.

Obtain a copy of your Assessor's Parcel Map. If you don't know the number, you can find that out and order a map at the County of Santa Cruz County Surveyor's Office (701 Ocean Street, Fourth Floor). An 11" x 17" copy is to scale and that is what you should purchase. Find your lot on the map. The people at the Surveyor's Office will help you locate it.



Step 2.

Use the gridded paper to draw the property outline. Do not draw anything else at this time. For this drawing, the scale should be $1/8'' = 1'-0''$. Consider whether you need two sheets taped together as before.



Step 3:

Hopefully, you have fences at the sides and/or rear of your property. If you don't skip to Step 4. You know the overall size of the house from the previous drawing. Measure the distance from the house to the fence at the rear and the house to one fence at either side. Now you can draw the outline of the house on the property.

Step 4:

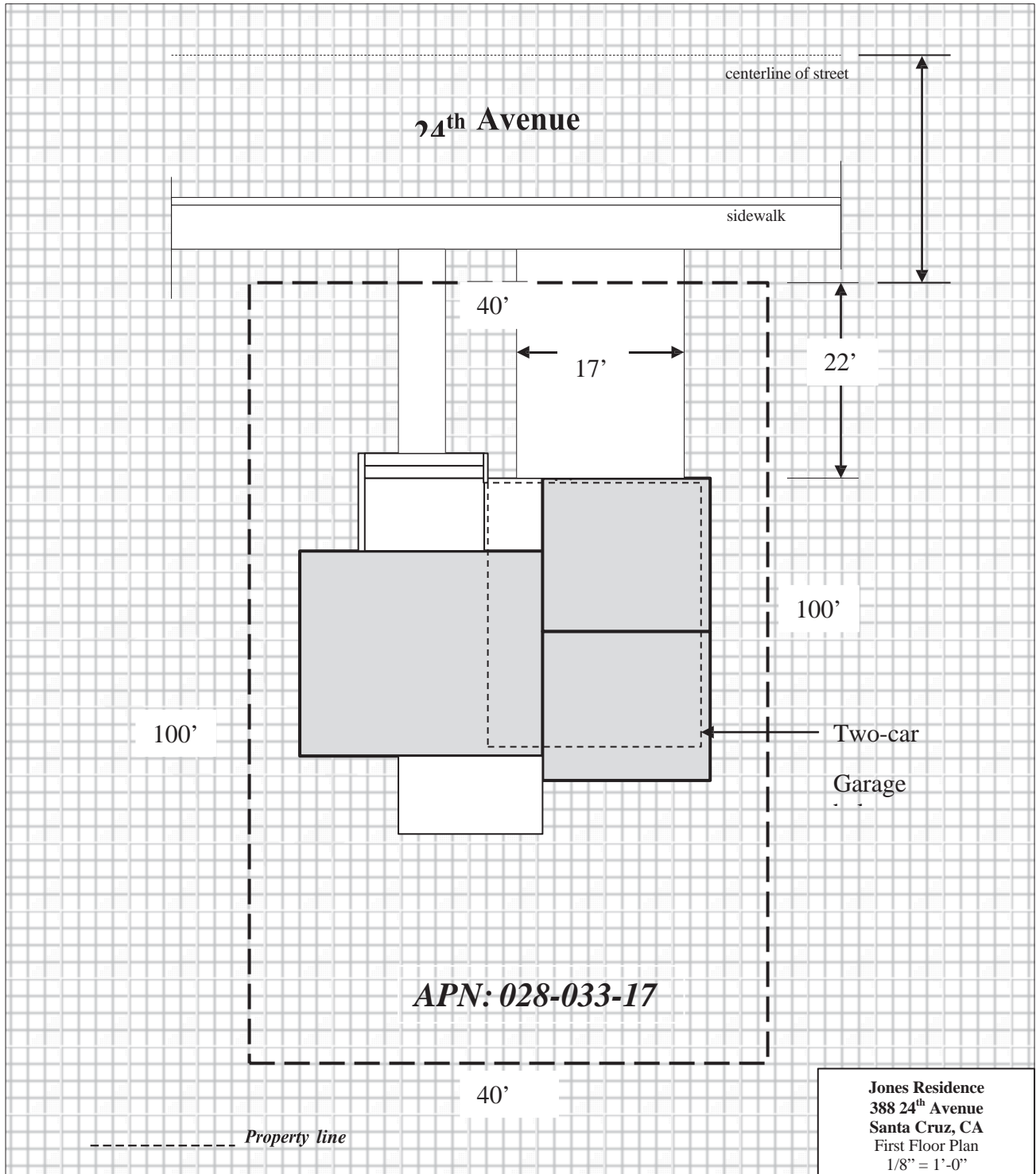
If you don't have fences, you will have to determine the distance from the front setback. Start by looking at the assessors map and finding out the width of the right-of-way of your street (usually 40 or 50 feet). You may be able to find plans on file with the County which may have the setbacks on them. Check with the Assessor's Office and/or the Planning Unit. If you can't locate existing plans you will have to do extra work.

Measure the actual width of the paving. In most cases (particularly on straight roads in the urban area) the center line of the street is the centerline of the right-of-way. Divide the width of the paving in half and measure from the centerline half the width of the right-of-way toward your house. This will locate your front property line. Many times in the urban areas, the front property line can be a couple of feet from the back of the sidewalk. Get the dimensions of sidewalk, planting strip, curb, etc. and draw them on your site plan. Measure the distance from the edge of sidewalk or paving to the front of your house. You will have to look for clues such as the fences on the property to the rear of yours to figure out one side dimension.

Draw your house on the property.

Step 5:

Measure your driveway and parking area. Show this on the property plan. Be sure to dimension the width and length. This example would allow for four parking spaces – two in the garage and two on the driveway.





Monterey County Environmental Health Bureau

Environmental Health Review Services
1270 Natividad Road, Salinas, CA 93906
(831) 755-4507

Conventional Onsite Wastewater Treatment System Performance Evaluation

Street Address: _____ APN: _____

City: _____ Date: _____ Time: _____ am/pm

Owner: _____

Phone: _____ Fax: _____

Email: _____

Reason for Inspection: _____

Homeowner Questionnaire:

Age of wastewater treatment system (years): _____

How many years have you owned the home? _____

The following are connected to the onsite wastewater treatment system:
 Water softener Garbage disposal Spa Tub Leaking Fixtures in home

In-home business: Yes No Type: _____

Number of people occupying dwelling: Currently: _____ Anticipated: _____

If currently unoccupied, for how long has it been vacant? _____ (Months)

Current number of bedrooms in dwelling: _____

Has there ever been a backup in the house? Yes No Date: _____

List any known repairs made to the system: _____

Has the system recently been inspected by others? Yes No

 If so, who? _____

 Did it fail? Yes No

Is there a service contract for system components? Yes No

Company: _____

Date the tank last pumped: _____ Never to my knowledge

At what frequency? _____ Company: _____

Additional Comments: _____

The above information is true to the best of my knowledge.

Owner Signature _____ Date _____

OWTS Inspector to Fill out Remaining Form

System Type

System is: Conventional: Gravity feed Pump System

Pre-treatment Unit Installed* Manufacturer:

*Complete specific manufacture inspection report for the pre-treatment installed.

Tank Inspection (*Observations prior to pumping the tank*)

Tank Material: Concrete Fiberglass Plastic Redwood

Tank Manufacturer:

Tank Capacity:

Lids at Grade? Yes No If No, How deep is lid buried?

Risers on Tank? Yes No Evidence of infiltration in Risers? Yes No

Lids Secure? Yes No Lids in acceptable Condition? Yes No

Can surface water infiltrate into the tank? Yes No

Any indicators of previous failure? Yes No

If Yes, explain:

Liquid Level Relative to Outlet (in): At Above Below

Evidence liquid level has been higher? Yes No

Continuous inflow observed? Yes No

Source: Groundwater Leaking Fixtures

Presence of flocculant in clear zone Yes No

Evaluation of layers in the tank:

Compartment	Scum Depth (in)	Scum Color	Clear Zone (in)	Clear Zone Color	Sludge Depth (in)	Sludge Color	Odor	Other
Inlet								
Outlet								

Comments:

Tank Pumping

Gallons Pumped out:

Effluent Filter Installed? Yes No Functioning Properly? Yes No

Effluent Filter Cleaned? Yes No Percent plugged?

Baffle in Place? Yes No Baffle structurally sound? Yes No

Tank appears to be watertight

(no visual leaks) Yes No Rebar exposed? Yes No

Corrosion present? Yes No Cracks present? Yes No

Root Intrusion? Yes No Fracture/Flaking? Yes No

Non-Concrete – Concaved/Bulging or other indication of structural failure? Yes No

Comments:

Pump Tank

Does the system contain a dosing or pump tank? Yes No

Type of pump: Ejector Pump Grinder Pump

Tank integrity sound (free of cracks, infiltration. etc.)? Yes No

Is the pump elevated off the bottom of the chamber? Yes No

Does the pump work? Yes No

If there is a check valve, is a purge hole present? Yes No

Is there a high water alarm? Yes No

Does the alarm work? Yes No

Estimated gallons between pump on and high water alarm:

Do electrical connections appear satisfactory? Yes No

Did you remove solids from the pump tank? Yes No

Comments:

Dispersal System

Dispersal System is: Trench Seepage Pit Gravel-less Chambers Drip Disposal

Other:

Dispersal System Location:

Installation Map Snaked and Located Probed onsite Unknown* *(Comment required)*

Is there: Comment required for Yes

Any indication of a previous failure? Yes No

Seepage visible in the disposal area? Yes No

Lush vegetation present? Yes No

Ponding water in the distribution media? Yes No

Uneven distribution of effluent in the field? Yes No

Odors present? Yes No

Determine approximate distance between water well and soil treatment area.

Approximate distance is (feet):

Comments:

Hydraulic Load Test Performed Yes No

Flow Rate (gpm): Minutes test run: Total Gallons:

Bladder-type device used Water added to outlet chamber of tank prior to pumping

Was backflow into the tank from the outlet pipe observed? Yes No

Estimate of water backflow after test:

After test was seepage present in the dispersal area? Yes No

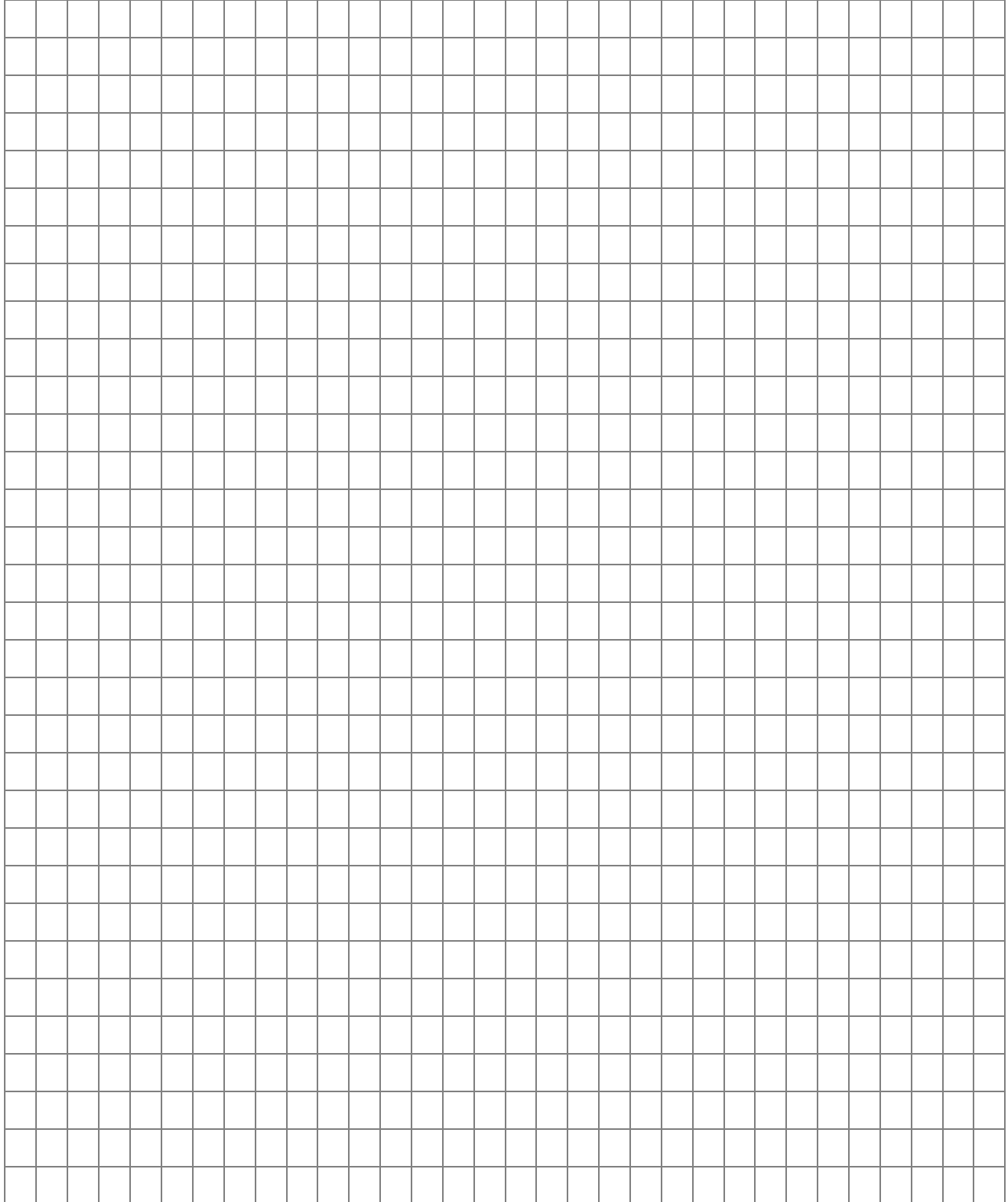
After test were odors present in the dispersal area? Yes No

Comments:

Sketch of System *(or provide on a separate sheet)*

For reproducible results, show dimensions from structures that will not change, such as corners of the house. Show details, such as the road, in relation to the house to get the correct orientation. Show all located components

Scale: _____square/s = _____ft Comment:



Checklist Summary

- 1.) Tank is: Acceptable – Currently Functioning Properly
 Unacceptable Condition – Repairs can bring tank to Acceptable
Provide recommendations in comment
 Unacceptable Condition - Failed
 Not Evaluated

Comments:

- 2.) Pump Tank is: N/A Acceptable Unacceptable Condition

Comments:

- 3.) Dispersal System is: Acceptable – Currently Functioning Properly
 Inconclusive – More Information Required
Provide recommendations in comment
 Unacceptable Condition - Failed
 Not Evaluated

Comments:

Inspector Declaration

I, the undersigned inspector, certify that based on what I was able to observe onsite and the present condition of the onsite wastewater treatment system all of the above information is true and correct.

Inspecting Company:

Phone:

Inspector Name:

Inspector NAWT I.D. #:

Inspector Signature:
