



CITY OF ANAHEIM SHORT-TERM RENTAL CONVEYANCE SUBMITTAL CHECKLIST

Applicable to ALL Applicants:

1. [STR CONVEYANCE APPLICATION](#)
2. City verification that the proposed site is not within 250 feet of another short-term rental is only applicable to requests to relocate a STR to a detached single-family home. The separation requirement is not applicable to requests to relocate into an attached single-family home.
3. HOUSE FLOOR PLAN. Depict the size of the dwelling, including dimensions for all rooms. Label the use of each room (i.e. family, dining, kitchen, closet, bathrooms, laundry, etc).
4. GARAGE FLOOR PLAN. Provide a floor plan and indicate if the garage will be used as a game room. If garage will be used as a game room, show the location and description of the furniture located within the garage.
5. SITE PLAN. Show property lines and depict the size and location of the existing dwelling. Identify accessory buildings, including but not limited to garage, accessory living quarters, etc. Identify location of parking spaces provided on the property and number each parking space on the site plan.
6. Letter from the Homeowner's Association indicating that a Short-Term Rental use at the property is not prohibited by the CC&Rs.
7. DIGITAL PHOTOGRAPHS. Include interior and exterior site photos in JPEG format minimum 300 D.P.I. (dots per square inch) format. Label file names with the direction of the photo and a description (ex. west view of proposed STR).
8. ELECTRONIC FILE. USB drive containing PDF format digital copies of all submitted plans.
9. [LOCAL CONTACT AND PROPERTY MANAGEMENT FORM](#)
10. [PROPERTY DETAILS FORM](#)
11. [OWNERSHIP INFORMATION FORM](#)
12. APPLICATION FLAT FEE: Administrative Permit: \$936; Effective August 19, 2019: \$966
Minor CUP Application Fee: \$6,057. FLAT FEES ARE NON-REFUNDABLE.
13. [DEPOSITOR'S TRUST FUND SETUP FORM](#) (Minor CUP): Initial Deposit Required \$_____.
14. Make check payable to: City of Anaheim

Applicable to CC&R Restricted Properties:

15. Provide a copy of the most recent Covenants, Conditions and Restrictions and highlight the section that indicates that STRs are prohibited (at the existing Short-Term Rental permit location).

Administrative Permit Only:

16. Detached single family homes – [Consent Form](#) signed by property owners within 75 feet.
17. Attached single family homes – [Consent Form](#) signed by property owners within 25 feet.

Minor Conditional Use Permit Only:

18. [MINOR CONDITIONAL USE PERMIT JUSTIFICATION LETTER](#).
19. [ENVIRONMENTAL/PROJECT INFORMATION FORM](#)
20. Preliminary Title Report dated within one year. A grant deed and most recent year tax bill showing ownership may be submitted together instead of a title report. If the property is under a purchase agreement (i.e. escrow), the current property owner must authorize the buyer as the authorized agent listed under Part 2 of STR Conveyance Application.