



# Land Use Services Department Code Enforcement

Terri Rahhal  
Director

## Short Term Rental Appeal Form

**Form must be returned no later than 10 days from notification date**

DATE APPEAL FORM SUBMITTED: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

PERMIT PROPERTY ADDRESS: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Due to COVID 19 restrictions, in person hearings are currently not available.**

DO YOU WISH TO APPEAR BY PHONE? YES \_\_\_ NO \_\_\_ OR BY DECLARATION \_\_\_\_\_

I PREFER \_\_\_\_\_ AM \_\_\_\_\_ PM APPOINTMENT OR NO PREFERENCE \_\_\_\_\_

We will try to accommodate you, however, selected preference is not guaranteed. If "NO" is checked or no selection made, your appeal will be heard and a decision delivered in your absence. You will be notified by mail of the decision.

Reason for appeal (must be completed, attach additional sheets if needed):

\_\_\_\_\_  
\_\_\_\_\_

### **Important Information for appellants seeking denial of a Short Term Residential rental unit permit**

Short-Term residential Rental unit (STR) permit appeals will be heard by a hearing officer, according to section 84.28.090(c)(2) of the San Bernardino County Code (County Code). Key points to be aware of:

- The hearing officer will hear from the appellant, the permittee and County Code Enforcement staff.
- Witnesses will be required to swear or affirm to the hearing officer that their testimony is the truth.
- The only valid grounds for granting an appeal and denying the STR permit shall be, based on competent evidence, violation of the STR permit requirements, violation of the conditions of operation or violation of the general occupancy standards in sections 84.28.060(b)-(d), and 84.28.070 of the County Code.

### **Non-refundable appeal fee of \$100**

Your appeal will not be accepted unless a check or money order is included with this appeal form. This appeal fee is not refundable. \$100 appeal fee and form must be submitted in person or by mail to:

**Land Use Services Department  
ATTN: STR APPEALS**

**172 W. 3<sup>RD</sup> Street, 4TH Floor, San Bernardino, CA 92415-0185**

\_\_\_\_\_  
APPELLANT SIGNATURE

Rev 03/24/2021

\_\_\_\_\_  
DATE

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