

City of Palm Springs

Department of Special Program Compliance

425 North Civic Drive • Palm Springs, California 92262

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CO-OWNED HOUSING PERMIT APPLICATION

THIS APPLICATION IS USED FOR APPLYING FOR A CO-OWNED HOSUING UNIT PERMIT.

Owners must complete, sign and provide the following with this Co-Owned Housing Unit Registration Application (Complete payment due must accompany application; fees are nonrefundable.) You can setup an account on our customer service portal and upload this application and all required documentation. (http://palmspringsca.gov/css)

REQUIRED DOCUMENTS

☐ Copy of Driver's License for each Owner
\Box The recorded purchase price of property is greater than two (2) times of the median housing price, measured at the date of this complete application.
☐ The property is located in an Organized Neighborhood that has not exceeded the Vacation Rental Percentage Cap, outlined in Palm Springs Municipal Code 5.25
\Box Provide documentation such as Articles of Organization and Operating Agreement to prove ownership. A Trust Certificate is required if there is an owner that is a Trust.
☐ File Stamped Grant Deed
\Box Property is not located withing 500 feet of the outer property line of any other Co-Owned Housing Unit.
☐ Affidavit adopting Good Neighbor Policy
☐ Evidence of valid Co-Owner Property Manager Business License
☐ Proof of Insurance showing policies are current.
☐ General Liability with \$2,000,000 limit minimum liability per occurrence
\square Fire Protection with 100% Replacement & estimated personal property
☐ Annual Co-Owned Housing Unit Permit fee of:
☐ \$1,374.00 – Co-Owned Housing Unit Permit

IMPORTANT INFORMATION BEFORE APPLYING

Palm Springs Municipal Code (Ch. 5.92) requires a valid Co-Owner Housing Unit Permit.

Please direct all questions to the Department of Special Programs Compliance (DSPC). Incomplete Applications will not be accepted. Issuance of a Co-Owner Housing Unit Permit is not a guarantee of future renewal for any subsequent years. For cancellation by Owners, it is the responsibility of the Owners to cancel and close the Permit prior to expiration by using the DSPC Close Out form.

DSPC processing times can vary from the day we receive your completed Application.

You are not authorized to occupy or otherwise operate as a Co-Owned Housing Unit until you have received authorization from the DSPC; administrative fines and penalties will apply.¹

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¹ Administrative penalties pursuant to Palm Springs Municipal Code 5.92.050. Any person operating a Co-owned Housing Unit Without a Co-owned Housing Unit Certificate will be liable to the city administrative fine of \$5,000 and each subsequent violation shall be \$10,000.

SECTION A – PROPERTY OWNER INFORMATION

1. Check one: \square LLC, LLP \square Personal or Family Trust (if other than Individual is checked, must complete Co-Owned Housing Unit Ownership Form. A corporation may not apply for a Co-Owned Housing Unit Permit.)					
	Property Owner 1				
Name					
Mailing Address					
Phone Number	Number of Shares				
Email					
	Property Owner 2				
Name					
Mailing Address					
Phone Number					
Email					
NI	Property Owner 3				
Name					
Mailing Address Phone Number	N of Channel				
	Number of Shares				
Email					
	Property Owner 4				
Name	1 Toperty Owner 4				
Mailing Address					
Phone Number					
Email					
Email					
	Property Owner 5				
Name					
Mailing Address					
Phone Number	Number of Shares				
Email					
	Droporty Owner 6				
Name	Property Owner 6				
Mailing Address					
Phone Number	Number of Shares				
Email	Number of Strates				
Liliaii					
	Property Owner 7				
Name	, ,				
Mailing Address					
Phone Number	Number of Shares				
Email					

Property Owner 8						
Name						
Mailing Address						
Phone Number	Number of Shares					
Email						
SECTION B - CO-OWNED HOUSING UNIT	T PROPERTY INFORMATION					
 Co-Owned Housing Unit Address: Is your proof of liability insurance in the amount 	unt of no less than \$2,000,000 per occurrence included? ☐ YES ☐ NO					
(The City of Palm Springs does not need to be 3. Purchase price of Residential Dwelling listed a 4. Name of the <u>Organized Neighborhood</u> the Re	additional named insured.)					
SECTION C - PROPERTY MANAGEMENT	INFORMATION					
1. Co-Owned Property						
Management Name:						
2. Co-Owned Property						
Management Address:						
3. Co-Owned Property						
Management Representative						
Name:						
4. Phone Number:	5. Alternate Phone Number:					
6. Email:						
I declare under penalty of perjury that this in complete.	nformation is to the best of my knowledge, true, correct and					
Property Management Signature						
, , ,						
SECTION D – LOCAL CONTACT INFORMA	ATION					
 You must include at least one local contact below that can respond to a DSPC Official 24 hours x 7 days a week. Must be able to respond via telephone within one (1) hour of the receipt of inquiry and must reside within 25 miles of the Co-owned Housing Unit. Authorized by the owner to take remedial action when responding to any violation of this code, or the good neighbor policy. 						
 Designated as the owner's agent for receiving all official communications from the City. 						
Local Contact Name:	Phone Number					
Local Contact Address:	City:					
Signature of Local Contact						

Secondary Local Contact Name:	Phone Number	_
Local Contact Address:	City:	
Signature of Local Contact		
SIGNATURE AND DATES		
By signing this Application, you are	agreeing to the indemnification/hold harmless agreeme	nt below:
of the City of Palm Springs, individu officials, employees, agents, and vo judgments, penalties, causes of acti of, or arising out of Owner's actions	protect, hold harmless, and defend the City of Palm Sprinally and collectively, and the City of Palm Springs represolunteers from any and all claims, demands, damages, find ion, losses, liabilities, or costs at any time received, incurs, or inaction in the operation, occupancy, use, and/or mat the information on this Application is to the best of the correction.	entatives, officers, nes, obligations, suits, red, or accrued as a result naintenance of the Property.
	s will deem my Co-owned Housing Unit Permit void and	
Co-Owner Property Manager Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	

SECTION E - CO-OWNED HOUSING UNIT REGULATIONS

It is Owner's responsibility to understand and comply with Palm Springs Municipal Code Chapter 5.92, Co-Owned Housing Units, AND Palm Spring Municipal Code Chapter 3.24, Transient Occupancy Tax Regulations. Below are key requirements but there are others. *Owner, please read and initial below.*

Initial	Regulations
	PSMC 5.92.020 (I)(3) The Co-Owned Property Manager must ensure that each Co-owned Housing Unit Managed by the Manager is governed by an Operating Agreement
	by all Operating Agreement
	PSMC 5.92.020 (I)(5)-(7) The Co-Owned Property Manager must provide or contract the provision of yard maintenance services, including
	landscaping, weed control, and irrigation to a level consistent with the level of landscaping and maintenance on adjoining and nearby
	properties. This includes structural maintenance, painting and repair.
	Amplification of sound, including music, outdoor speakers, TV's, etc., outside of the dwelling unit is PROHIBITED and SHALL NOT BE AUDIBLE
	AT THE PROPERTY LINE.
	All home repairs inside and outside of the home including yard maintenance, pool service, general repairs and general maintenance are to
	occur between hours of 8:00am and 5:00pm Monday - Friday, except in the cases of emergency repairs or events that reasonably warrant a
	timely response.
	PSMC 5.92.020 (I)(8) The Co-Owned Property Manager must require the Co-Owners and guests of any Co-owned housing Unit adopt and
	adhere to the Good Neighbor Policy described in Section 5.92.020(e). This includes Noise Ordinance, Parking, Trash, Occupancy Limits, Home
	Repairs & Maintenance & Legal Compliance.
	Occupancy limits of two (2) persons per bedroom plus any minor children 12 years of age or under are strictly enforced.
	NO guests to use the Co-owned Housing Unit without the presence of one of the Co-Owners.
	NO Short-Term Rentals are allowed as defined by Palm Springs Municipal Code 5.92.030
	NO Weddings or Commercial Events are allowed.
	Must provide the Co-Owner who is present at the time of Violation contact information.

I declare under the penalty of perjury that I have reviewed the requirements of the City of Palm Springs' Co-Owner Housing Unit Regulations (PSMC Chapter 5.92) and agree to comply with all requirements of the Palm Springs Municipal Code.

Co-Owner Property Manager Signature:	Date:	
Owner Signature:	Date:	
Owner Signature:	Date:	