



City of Palm Springs

Department of Special Program Compliance

425 North Civic Drive • Palm Springs, California 92262

Tel: 760.322-8382 • Fax: 760.322.8317 • TDD 760.864.9527 • www.palmspringsca.gov

CO-OWNED HOUSING PERMIT APPLICATION

THIS APPLICATION IS USED FOR APPLYING FOR A CO-OWNED HOUSING 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
- 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
- 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
- Property is not located within 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
 - 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: LLC, LLP 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	Number of Shares
Email	
Property Owner 3	
Name	
Mailing Address	
Phone Number	Number of Shares
Email	
Property Owner 4	
Name	
Mailing Address	
Phone Number	Number of Shares
Email	
Property Owner 5	
Name	
Mailing Address	
Phone Number	Number of Shares
Email	
Property Owner 6	
Name	
Mailing Address	
Phone Number	Number of Shares
Email	
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 PROPERTY INFORMATION

- Co-Owned Housing Unit
Address: _____
- Is your proof of liability insurance in the amount of no less than \$2,000,000 per occurrence included? YES NO
(The City of Palm Springs does not need to be additional named insured.)
- Purchase price of Residential Dwelling listed above: _____
- Name of the [Organized Neighborhood](#) the Residential Unit is located in:

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 information is to the best of my knowledge, true, correct and complete.

Property Management Signature

SECTION D – LOCAL CONTACT INFORMATION

- 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

1. By signing this Application, you are agreeing to the indemnification/hold harmless agreement below:

Owner, agrees to indemnify, save, protect, hold harmless, and defend the City of Palm Springs, the City Council of the City of Palm Springs, individually and collectively, and the City of Palm Springs representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of Owner’s actions, or inaction in the operation, occupancy, use, and/or maintenance of the Property.

2. I declare under penalty of perjury that the information on this Application is to the best of my knowledge, true, correct and complete. Any false statements will deem my Co-owned Housing Unit Permit void and will preclude any future Co-owned Housing Unit permits within the City of Palm Springs.

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

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

