

Development Services Department – Community Development Division
531 “K” Street, Eureka, CA 95501, (707) 441-4160

Please complete the information below and on the attached supplemental application form as required. The appropriate application fee and supplemental application form must accompany this application. If you have questions regarding this application form, the application process, or general questions, please do not hesitate to contact the Community Development Division. Office hours are Monday through Friday 8:00 a.m. to noon, and 1:00 p.m. to 5:00 p.m., except holidays.

www.ci.eureka.ca.gov

planning@ci.eureka.ca.gov

OWNER/APPLICANT

Property Owner's Name: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Email: _____

If there is more than one property owner, please provide the contact information for each property owner on an attached sheet

Applicant's Name (if different than Owner): _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Email: _____

VACATION DWELLING UNIT LOCATION

Location Address: _____ Assessor's Parcel Number(s): _____

OWNER'S AUTHORIZATION

I hereby authorize the City of Eureka to process this application. I have completed or reviewed this application and the Vacation Dwelling Unit Supplemental Application Form, and I know that the contents thereof are true and accurate to my own knowledge and I assume all responsibility for their accuracy. I agree to hold harmless, indemnify and defend the City, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or in connection with this application.

Property Owner's Signature: _____ Date: _____

STAFF USE

Assigned Case Number: VDU-- _____ Received by: _____ Date: _____ Assigned Planner: _____

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Vacation Dwelling Unit

Vacation Dwelling Unit	\$185.00
Event Permit	\$0.00
Extra Event(s) Permit.....	\$160.00
Unit Increase (existing VDU)	\$345.00
Unit Increase (new VDU)	\$400.00

Supplemental Application Form

The Eureka Municipal Code allows Vacation Dwelling Units (VDUs), which provide transient occupancy, within residential and commercial districts. The Eureka Municipal Code specifies certain requirements for all Vacation Dwelling Units. To allow us to determine if your proposed Vacation Dwelling Unit complies with the requirements please complete this checklist and provide the requested information.

Applicant's Name:			
Site Address:			
		Existing	Proposed
Number of dwelling units on the site:			
Number of vacation dwelling units on the site:			
Number of parking spaces on the site:			
	Covered		
	Uncovered		
Number of bedrooms in vacation dwelling unit:			
		Yes	No
Will there be any exterior changes to the structure to allow the VDU?		<input type="checkbox"/>	<input type="checkbox"/>
Will a sign be installed?		<input type="checkbox"/>	<input type="checkbox"/>
Has Design Review, if required, been approved?		<input type="checkbox"/>	<input type="checkbox"/>
	If so, date of approval:		
Has the VDU been inspected by the Building Department?		<input type="checkbox"/>	<input type="checkbox"/>
	If so, date of inspection:		
Provide the following information for the required 24-hour emergency contact:			
Name:			
Address:			
City:			
E-mail:			
Phone Number(s):	Business:	Cell:	
	Home:	Other:	
Attach the following:			
Site Plan (show the location and use of all existing and proposed structures, the location and size of existing and proposed parking spaces, and dimensions from the property line(s) for proposed structures and proposed parking spaces)			
Floor Plan of VDU (label the use of all rooms)			
Good Guest Guide			

Applicant's Signature: _____