

Mono County
Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760-924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

PO Box 8
Bridgeport, CA 93517
760-932-5420, fax 932-5431
www.monocounty.ca.gov

VACATION HOME RENTAL PERMIT

(To be completed by applicant or representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid potential delays in processing.
Attach additional sheets if necessary.

I. APPLICANT

OWNER Anthony Caroselli

MAILING ADDRESS Po box 7191 Mammoth Lakes CA 93546

PHONE NUMBER [REDACTED]

PHYSICAL ADDRESS OF RENTAL 46 Foster Ave June Lake CA 93529

NO. OF BEDROOMS 2 ASSESSOR'S PARCEL # 015-111-020-000

NO. OF ON-SITE PARKING SPACES 3

EMAIL [REDACTED]

II. DESIGNATED PROPERTY MANAGER OR MANAGEMENT COMPANY

(Owner may serve as manager provided owner is available 24 hrs)

NAME June Lake Accommodations

ADDRESS 2784 Highway 158, June Lake CA 93529

24-HOUR CONTACT PHONE NUMBER 760-648-3522

E-MAIL info@junelakeaccommodations.com

III. OWNER RESPONSIBILITY

1. The owner, managing agency, and property manager shall be responsible for compliance with all applicable codes regarding fire, building and safety, health and safety, other relevant laws, and the provisions of Chapter 26 of the Land Development Standards within the Land Use Element of the Mono County General Plan (hereinafter referred to as "Chapter 26").
2. An owner, managing agency, and/or property manager shall be personally available by telephone on a 24-hour basis to respond to calls regarding the conditions and/or operation of the unit. Failure to timely respond in an appropriate manner may result in revocation of the Vacation Home Rental Permit and business license.

3. The owner shall require, as a term of a written agreement with a management company or agent, that said agent comply with Chapter 26. The owner shall identify the management company or agent, including all contact and license information in the application for a Vacation Home Rental Permit, and shall update this information in the event of any change. Such agreement shall not relieve owner of obligation to comply with Chapter 26.
4. The owner shall maintain property liability and fire insurance coverage in an appropriate amount and shall provide proof of such insurance to County upon reasonable request. Additionally, the owner shall defend, indemnify, and hold the county harmless from any and all claims, judgments, liabilities, or other costs associated with the property or the rental unit, or the rental thereof.
5. The owner, managing agency, property manager and all guests shall comply with all lawful direction from any law enforcement officer, fire official, building official, or code compliance officer.
6. The owner shall be responsible for assuring that the occupants and/or guests of the rental property do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any law. If an owner, property manager, or other agent of the owner is informed about any violation of Chapter 26, the owner, property manager, or owner's agent shall promptly take action and use best efforts to stop and to prevent a recurrence of such conduct, including, when appropriate, calling law enforcement.

IV. STANDARDS AND REQUIREMENTS

The following standards and requirements must be met in order to obtain a Vacation Home Rental Permit and to maintain that permit in good standing:

- A. **Health and Safety Standards.** The purpose of these standards is to establish minimum requirements to safeguard the public safety, health, and general welfare from fire and other hazards, and to provide safety to firefighters and emergency responders during emergency operations. These standards include without limitation.

PLEASE CHECK BOXES CERTIFYING THAT REQUIREMENT HAS BEEN MET:

- The address of the rental unit is clearly visible, and complies with Paragraph B below.
- Carbon monoxide and smoke detectors are installed and maintained in good operating condition in each bedroom, sleeping area, or any room or space that could reasonably be used as a sleeping area, and at a point centrally located in the corridor or area giving access to each separate sleeping room.
- All stairs, decks, guards, and handrails are stable and structurally sound.
- The rental unit is equipped with a minimum of one (1) 2A:10B:C type fire extinguisher with no more than seventy five (75) feet of travel distance to all portions of the structure; there is no fewer than one such extinguisher per floor. Fire extinguishers are mounted in visible locations with the tops of the fire extinguishers mounted between three (3) and five (5) feet above the floor and are accessible to occupants at all times. California State Fire Marshal annual certification tags are provided and are current on all extinguishers.
- If there is a fireplace or solid-fuel barbecue, the rental unit is equipped with a minimum five-gallon metal container with a tight-fitting lid for ash removal. This container shall be clearly labeled and constructed to meet the purpose of containing ash. Instructions on the proper disposal of ash are stated in the rental agreement and clearly posted in the rental unit. The ash container is not placed on or near any furniture or other combustible material; ashes must be wet down thoroughly with water; the ash container must be stored outdoors with a minimum of three (3) feet clearance from building, porch, trees, and other combustible materials; the lid must remain on the ash container when in use.
- Wall or baseboard heaters in the rental unit are in good working condition, and instructions on the proper use of these units shall be clearly stated in the rental agreement and posted in the rental unit.

- Furniture and any other material that may be flammable are kept a minimum of 54 inches from any fireplace opening and 30 inches from any wall or floor heaters.
- Flammable or hazardous liquid or materials, firearms, controlled substances, or any unlawful material are not stored in the rental unit.
- The roof and grounds of the transient rental property are kept clear of accumulations of pine needles, weeds, and other combustible materials.
- All locking mechanisms on exterior doors are operable from inside the unit without the use of a key or any special knowledge. If the dwelling unit is greater than three thousand (3,000) square feet in area, two exit doors are provided, each of which conform to this requirement.
- All fixtures, appliances, furnaces, water heaters, space heaters, plumbing, wiring, electrical, propane or gas connections, doors, windows, lighting, and all parts of the structure and furnishings (interior and exterior) are in operable working condition and repair.
- If telephone service is available, a telephone connected to the local carrier and in working condition is provided for use in the event of an emergency or to contact the owner or property manager. The phone is connected to the reverse 911 directory. If there is no telephone service available, then the rental agreement must so state.
- Bedroom windows are operable and free of obstructions to allow for emergency escape and rescue.
- There is to be at least one screened window per bedroom to allow for proper ventilation.
- All utilities (electric, gas, water, sewage, etc.) are connected, in good operating condition, and connected to approved sources.
- Any hot tubs, pools, and spas are fenced or equipped with a cover with locking mechanisms, and are maintained in a safe and sanitary condition.
- There is no evidence of pest infestations, and all firewood and other stored items are kept in a neat and clean condition.
- Exits are kept free from storage items, debris or any impediments at all times.
- No tree limbs are present within ten (10) feet of any chimney or flue openings.
- Spark arresters of a minimum opening size of three-eighths (3/8) inch and a maximum opening size of one-half (1/2) inch are installed on all fireplace flue openings.
- If any applicable law, rule, or regulation enacted after the enactment of Chapter 26 imposes requirements more stringent than those set forth herein, such requirements shall apply.

B. Sign and Notification Requirements (please submit copies of interior & exterior signs).

1. Exterior Sign and Notice. The rental is equipped with one temporary exterior identification sign not to exceed 8 ½ by 11 inches in size that will remain posted as long as the unit is being rented on a transient basis. This identification sign is placed in a location that is clearly visible from the front entrance of the unit, and may be illuminated in a manner that does not conflict with any County standards of exterior lighting or signage. This sign clearly states the following information in lettering of sufficient size to be easily read:
 - a. The name of the managing agency, agent, property manager or owner of the unit and the telephone number where said person or persons can be reached on a 24-hour basis.
 - b. The maximum number of occupants permitted to stay in the unit.
 - c. The maximum number of vehicles allowed to be parked on the property, and a diagram fixing the designated parking location is included.
2. Interior Notice. Each rental unit has a clearly visible and legible notice posted within the unit adjacent to the front door that contains the same information set forth above, and includes the following additional information:
 - a. Notification and instructions about the proper disposal of trash and refuse, including any bear-safe disposal requirements.

- b. Notification and instructions concerning the proper use of any appliances, fireplaces, heaters, spas, or any other fixture or feature within the unit.
 - c. Notification that failure to conform to the parking, trash disposal and occupancy requirements for the rental unit shall be a violation of Chapter 26 and may result in immediate removal from the premises and administrative, civil or criminal penalty.
 - d. Notification that any violation of rules or regulations set forth in the Rental Agreement may be a violation of Chapter 26 and may result in immediate removal from the premises and administrative, civil or criminal penalty.
 - e. Physical street address of the unit and emergency contact information consisting of 911, the property manager's phone number, and contact information of the local fire department and the Mono County Sheriff's Department.
- C. Trash and Solid Waste Removal. A sufficient number of trash receptacles are made available. Trash and other solid waste is not allowed to accumulate in or around the property and will be promptly removed to a designated landfill, transfer station or other designated site. For purposes of this paragraph, promptly shall mean at least one time per week during any week that the unit is occupied, regardless of the number of days it is occupied. Any trash receptacles located outside a unit are in bear-proof containers and comply with County standards. Trash removal requirements for each rental unit are included in the rental agreement and posted on and in the property. Property management shall be responsible for the cleanup if tenants do not properly dispose of trash in bear-proof containers.
- D. Rental Agreement (please attach copies of the rental agreement). The temporary rental or use of each rental unit shall be made pursuant to a rental agreement. The rental agreement shall include, as attachments, a copy of Chapter 26 and the Vacation Home Rental Permit for the unit. Each rental agreement shall contain all required notices and shall specify the number of persons who may occupy the unit, parking requirements and number of allowed vehicles, trash disposal requirements, and include the telephone number of the person or persons to be notified in the event of any problem that arises with the rental. The agreement shall include the phone number, address, and contact information for the person responsible for renting the unit, and any other information required by the County. The rental agreement shall notify the renters that they may be financially responsible and personally liable for any damage or loss that occurs as a result of their use of the unit, including the use by any guest or invitee. The property manager or owner shall keep a list of the names and contact information of the adult guests staying in the unit.

CERTIFICATION: I hereby declare, under penalty of perjury, that all the information presented in this application is true and correct. I also have read and understand all my responsibilities as a property owner and understand that if any false information was provided or any violations of the aforementioned regulations occur, my Vacation Home Rental Permit and associated TOT Certificate and Business License will be revoked.

Signature Anthony Campbell Date 10-19-21
 For _____

NOTE: Failure to provide any of the requested information will result in an incomplete application and thereby delay processing.



Mono County Treasurer-Tax Collector

Application for Business License

P.O. Box 495 Bridgeport, CA 93517

P (760)932-5480 F (760)932-5481

Email: treasurer@mono.ca.gov

Website: <https://monocounty.ca.gov/tax/page/business-license-application>

BUSINESS LOCATION AND OWNER(S) INFORMATION

New Business
 Ownership Change
 Location Change
 Mailing Address Change
 Secondary License

New or Cancelled = \$100.00 / Renewal = \$25.00

Business Name (DBA) **Anthony Caroselli** Phone **760-234-6911**

Business Location (No PO Box) Street Address **46 Foster Ave** City **June Lake** State **CA** Zip Code **93529**

Parcel Number **015-11-020-000** Nearest Cross Street **Crawford Ave** Email [Redacted]

Mailing Address **PO box 7191 Mammoth Lakes CA 93546** Contact Person **Anthony Caroselli** Phone **760-234-6911**

Application is for a Sole Proprietorship Partnership Corporation LLP LLC

Name (Sole proprietor, Partner, Officer) **Anthony Caroselli** Title **owner** Address **PO box 7191 Mammoth CA 93546** Phone [Redacted]

Name (Partner, Officer) Title Address Phone

Name (Partner, Officer) Title Address Phone

Name (Management Company) **JUNE LAKE accommodations - 2189 highway 158 June lake CA 93529** Address Phone **760-648-3522**

BUSINESS INFORMATION

Description of Business Activity

Today's Date **10/19/21** Business Start Date **01/01/22** Number of Employees **0** Number of Vehicles Seller's Permit Number

Do you have a California State License? Yes No State License Number License Type/Classification Renewal Date Tax ID / SSN

Type of Business Contractor Restaurant Firearm Sales Retail Sales Landscape Manufacturing Professional Services

Is This a Home Based Business? Yes NO If you checked yes, you certify that you have read and comply with the Home Occupation Ordinance Section 02.590 and 04.290 on the reverse side.

Is this a Vacation Home Rental Business? Yes NO If you have a VHR Permit, please provide number: _____

Is This a Non-Profit Business? Yes NO If management company is used, please provide name and mailing address above.

Is This Business owned by a Veteran? Yes NO If you checked yes, you must provide 501 (c) (3)

WORKERS' COMPENSATION DECLARATION (check one)

I have and will maintain a certificate of consent to self-insure for workers' compensation, per Labor Code Section 3700, for the duration of any business activities conducted for which this license is issued.

I have and will maintain workers' compensation insurance, as required per Labor Code Section 3700, for the duration of any business activities conducted for which this license is issued.

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Labor Code Section 3700.

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000 in addition to the cost of compensation, damages (as provided for in Section 3706 of the Labor Code), interest, and attorney fees.

SIGNATURE OF APPLICANT

APPLICANT MUST WITHIN FIVE DAYS THEREAFTER NOTIFY THIS OFFICE IN WRITING OF ANY CHANGES IN ANY FACTS REQUIRED BY THIS APPLICATION.

I understand that before I can operate my business in Mono County, my establishment must comply with applicable County laws and regulations completely and I must obtain a business license and all necessary Federal, State and local permits or I will be in violation of Mono County Code and/or General Plan. I declare that I am authorized to complete this application and that the information and statements provided are true and correct.

Print Full Name Below **Anthony Caroselli** Signature **[Signature]** Title **owner** Date **10-19-21**

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**DIRECTOR REVIEW
INFORMATION**

INTRODUCTION:

A Director Review (DR) permit is an administrative permit issued by the Planning Director that avoids the time and expense of a public hearing before the Planning Commission. Director Review permits typically are issued when sufficient standards are contained in the Mono County General Plan, when projects are minor and noncontroversial, and when exempt from the California Environmental Quality Act (CEQA).

Director Review permits may be processed with or without notifying adjacent property owners. A DR permit without notice takes approximately one to three weeks to process. A DR permit with notice takes approximately four to six weeks, which typically includes a 10-day review and comment period.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form.
- C. Detailed plot plans meeting the requirements of the attached plot plan guidelines: One full-size copy (blueprints) and one reduced version no larger than 11" x 17".
- D. Elevations or flat-scale drawings of the proposed project: One full-size set and one reduced set no larger than 11" x 17".
- E. Floor plans of project: One full-size set and one reduced set no larger than 11" x 17".
- F. Deposit for project processing: See Development Fee Schedule for Director Review.
- G. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption.

APPLICATION REVIEW PROCEDURE:

- A. **Application packet submitted** to the Planning Division.
- B. **Planning staff review** of the application packet. If deemed incomplete, the applicant will be notified of the deficiencies. If the packet is complete, the Planning Director will determine whether to review the project with or without notice to adjacent property owners. If the Director determines to issue the permit with notice, a notice will be sent to affected property owners, with a typical comment period of 10 days.
- C. **Preparation of permit and environmental document.** Once the packet is complete and, if applicable, the comment period for noticed projects has ended, staff will prepare the permit and the Categorical Exemption.
- D. **Review by Director.** The Planning Director will review the permit and take action. The permit may be: 1) denied, 2) approved, or 3) approved with conditions. The applicant will receive a copy of the decision. The Director Review permit becomes effective 10 days following the date of the Director's decision unless an appeal is filed.
- E. **Appeal of the decision.** The applicant or other interested parties can appeal the decision of the Planning Director to the Planning Commission. If an appeal is filed, the permit will not be issued until the appeal is considered and the Planning Commission renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 10 days of the decision date.

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**DIRECTOR REVIEW
APPLICATION**

APPLICATION # _____ FEE \$ _____
DATE RECEIVED _____ RECEIVED BY _____
RECEIPT # _____ CHECK # _____ (NO CASH)

APPLICANT/AGENT Anthony Casarelli

ADDRESS 46 Foster Ave

CITY/STATE/ZIP June lake, CA 93529

TELEPHONE [REDACTED]

E-MAIL [REDACTED]

OWNER, if other than applicant _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE (_____) _____

E-MAIL _____

DESCRIPTION OF PROPERTY:

Assessor's Parcel # 015-111-024-000 General Plan Land Use Designation Commercial / mixed use

PROPOSED USE: Applicant(s) should describe the proposed project in detail, using additional sheets if necessary. Note: An incomplete or inadequate project description may delay project processing.

Proposed use is a nightly rental. TWO BEDROOM
TWO BATHROOM WITH A MAXIMUM OF 6 guests.
See attached property description.

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, or owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Anthony Casarelli
Signature

Signature

10/19/21
Date

Project Description

46 Foster Ave, June Lake CA

This property is a two-bedroom, one and ¼ bath. The home offers a full-sized kitchen, large open living area and fenced yard area out back. The property will have a maximum of six guests. Two in each room and two in the common area. There are three parking spots available.

The property's surrounding neighbors include another short-term rental, a second home and a multi-use fourplex.

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PROJECT INFORMATION

(To be completed by applicant or representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid potential delays in processing. Attach additional sheets if necessary.

I. TYPE OF PROJECT (check any permit(s) requested):

- Director Review Use Permit Lot Line Adjustment Land Division (4 or fewer)
- Subdivision Specific Plan Variance General Plan Amendment
- Other _____

APPLICANT Anthony Caroselli

PROJECT TITLE _____

LOT SIZE (sq. ft./acre) _____ ASSESSOR'S PARCEL # 015-111-020-000

PROJECT LOCATION 46 Foster Ave June lake CA 93529

Has your project been described in detail in the project application? Yes No

Please Specify:

Number of Units 2 Building Height/# of floors 1
Number of Buildings 1 Density (units/acre) _____

Total lot coverage/impervious surface (sq. ft. & %) 2,200 ≈ 44%
a. Buildings (first-floor lot coverage /sq. ft. & %) ≈ 1,400
b. Paved parking & access (sq. ft. & %) _____

Landscaping/screening and fencing:

- a. Landscaping (sq. ft. & %) _____
- b. Undisturbed (sq. ft. & %) _____

Total parking spaces provided:

- a. Uncovered 3
- b. Covered _____
- c. Guest/Handicapped _____

II. SITE PLAN

Are all existing and proposed improvements shown on the Plot Plan (see attached Plot Plan Requirements)? Yes No

III. ENVIRONMENTAL SETTING

Use one copy of the Tentative Map or Plot Plan as needed to show any necessary information. Attach photographs of the site, if available.

1. VICINITY MAP:
Attach a copy of assessor's parcel pages or a vicinity map showing the subject property in relation to nearby streets and lots or other significant features.

2. EXISTING DEVELOPMENT:
Vacant If the site is developed, describe all existing uses/improvements such as structures, roads, etc. Does the Plot Plan show these uses? Yes No

3. ACCESS/CIRCULATION:
Name of Street Frontage(s) Foster Ave
Paved Dirt No existing access
Are there any private roads, drives or road easements on/through the property?
Yes No
Has an encroachment permit been submitted to Public Works or Caltrans? Yes No
Does the property have any existing driveways or access points? Yes No
Are any new access points proposed? Yes No
Does the Plot Plan show the driveways or access points? Yes No
Describe the number and type of vehicles associated with the project _____

4. ADJACENT LAND USES:
A. Describe the existing land use(s) on adjacent properties. Also note any major man-made or natural features (i.e., highways, stream channels, number and type of structures, etc.).

LAND USE LAND USE
North _____ South _____
East _____ West _____

B. Will the proposed project result in substantial changes in pattern, scale or character of use in the general area? Yes No If YES, how does the project propose to lessen potential adverse impacts to surrounding uses? _____

5. SITE TOPOGRAPHY:
Is the site on filled land? Yes No Describe the site's topography (i.e., landforms, slopes, etc.) _____

6. DRAINAGES:
A. Describe existing drainage ways or wetlands on or near the project site (i.e., rivers, creeks and drainage ditches 12" or deeper and/or within 30' of the property) _____

B. Are there any drainage easements on the parcel? Yes No

C. Will the project require altering any streams or drainage channels? Yes No If YES, contact the Department of Fish and Game for a stream alteration permit. IF YES TO ANY OF THE ABOVE, show location on plot plan and note any alteration or work to be done within 30 feet of the stream or drainage.

7. VEGETATION:
A. Describe the site's vegetation and the percentage of the site it covers (map major areas of vegetation on the Plot Plan) _____

B. How many trees will need to be removed? _____

- C. Are there any unique, rare or endangered plant species on site? Yes No
- D. Has the site been used for the production of agricultural crops/trees or grazing/pasture land in the past or at the present time? Yes No
- E. Is landscaping/planting of new vegetation proposed? Yes No

8. WILDLIFE:

- A. Will the project impact existing fish and wildlife? Yes No
Describe existing fish and wildlife on site and note any proposed measures (if any) to avoid or mitigate impacts to fish and wildlife _____

- B. Are there any unique, rare or endangered animal species on site? Yes No

9. CULTURAL RESOURCES:

- A. Are there any cemeteries, structures or other items of historical or archaeological interest on the property? Yes No Specify _____

10. SITE GRADING:

- A. Will more than 10,000 square feet of site area be cleared and/or graded? Yes No If YES, how much? _____
- B. Will the project require any cuts greater than 4' or fills greater than 3'? Yes No
- C. Will the project require more than 200 cubic yards of cut or fill? Yes No If YES, how much? ____ If YES to A, B or C, contact the Department of Public Works for a grading permit.
- D. Will site grading of 10% or more occur on slopes? Yes No
- E. Note any measures to be taken to reduce dust, prevent soil erosion, or the discharge of earthen material off site or into surface waters _____

11. AIR QUALITY:

- A. Will the project have wood-burning devices? Yes No If YES, how many? _____
- B. What fuel sources will the proposed project use? Wood Electric Propane/Gas
- C. Will the proposal cause dust, ash, smoke, fumes or odors in the vicinity? Yes No

12. VISUAL/AESTHETICS:

- A. How does the proposed project blend with the existing surrounding land uses?

- B. How does the proposed project affect views from existing residential/commercial developments, public lands or roads?

- C. If outdoor lighting is proposed, describe the number, type and location _____

13. NATURAL HAZARDS:

- A. Is the site known to be subject to geologic hazards such as earthquakes, landslides, mudslides, ground failure, flooding, avalanche or similar hazards? Yes No
(Circle applicable hazard[s]).
- B. Will any hazardous waste materials such as toxic substances, flammables or explosives be used or generated? Yes No
- C. Does the project require the disposal or release of hazardous substances? Yes No
- D. Will the project generate significant amounts of solid waste or litter? Yes No

E. Will there be a substantial change in existing noise or vibration levels? Yes No
If YES to any of the above, please describe _____ *More on back...*

14. OTHER PERMITS REQUIRED: N/A
List any other related permits and other public approvals required for this project, including those required by county, regional, state and federal agencies:
- Encroachment Permits from *Public Works or Caltrans.*
 - Stream Alteration Permit from *Department of Fish and Game*
 - 404 Wetland Permit from *Army Corps of Engineers*
 - Grading Permit from *Public Works*
 - Building Permit from *County Building Division*
 - Well/Septic from *County Health Department*
 - Timber Land Conversion from *California Department of Forestry*
 - Waste Discharge Permit from *Lahontan Regional Water Quality Control Board*
 - Other _____

IV. SERVICES

1. Indicate how the following services will be provided for your project and the availability of service.

Electricity SCR
Underground Overhead (Show location of existing utility lines on Plot Plan)

Road/Access Mono County

Water Supply JUNE LAKE PUD

Sewage Disposal DTS DISPOSAL

Fire Protection JUNE LAKE F. P. D.

School District EASTERN SIERRA UNIFIED

2. If an extension of any of the above is necessary, indicate which service(s), the length of extension(s), and the infrastructure proposed _____

CERTIFICATION: I hereby certify that I have furnished in the attached exhibits the data and information required for this initial evaluation to the best of my ability, and that the information presented is true and correct to the best of my knowledge and belief. I understand that this information, together with additional information that I may need to provide, will be used by Mono County to prepare a Specific Plan in compliance with state law.

Signature Anthony Conwell Date 10/19/21

For _____

NOTE: Failure to provide any of the requested information will result in an incomplete application and thereby delay processing.

Vacation Rental/Property Management Agreement

Rental unit Address:

Owner:

Location:

June Lake Ca. 93529

Rental Unit Phone # _____

- A. June Lake Accommodations (hereinafter referred to as JLA) agrees to provide the following rental program :
1. Rent individual units on behalf of and for the Homeowner at a rate established by JLA. Maintain all rental income received in an independent Trust Account.
 2. Furnish to each Homeowner a comprehensive monthly statement of accounting on or before the 15th of each month following that in which income is derived.
 3. Provide a cleaning and linen service for Homeowner or personal guest usage at JLA current rate.
- B. Our reservation service will include the following:
1. All reservation correspondence, including booking confirmation.
 2. Maid service after reservation usage. Property owners agree to pay for initial cleaning and set up.
 3. Provide 24-hour key distribution service.
 4. Provide linens, premium towels, soaps, toilet paper, and kitchen soaps.
 5. Extensive advertising and promotional programs, to include and cooperation with travel agents, OTA (online travel agents) nationwide. A 10% commission may be given
 6. Provide and maintain an internet reservation system with top placement in major search engines using an industry leading program and system.
 7. Provide trained, courteous staff to handle reservations in a pleasant, visible office setting.
 8. Cleaning fee does not include cleaning up after owner's pet in non-pet friendly units. Cleaning up after owners pet will be done on a time and material basis, as required.
 9. Responsible for collecting, reporting and paying TOT taxes to Mono Co.
- C. The fee for the above services is thirty percent (30%) of the nightly rental rate from each participating unit, which will be itemized and deducted on each monthly statement. A cleaning, linen and laundry fee will be charged to the guest for each reservation and is not included in the commission fee. The costs from various OTA's (online travel agents) will be a pass-through charge.
- D. The homeowner agrees to provide an adequate firewood supply throughout the winter. Firewood arrangements can be handled through JLA for a 15% cost plus handling fee.
- E. Owner may elect to have JLA place property onto the AirBnB booking engine. This is an additional booking engine, fully integrated with the LiveRez booking engine.
- F. The Homeowner agrees to provide a broad form of comprehensive public liability covering the unit in an amount not less than three hundred thousand dollars (\$300,000.00) insurance naming JLA as "Additionally Insured". JLA recommends the Homeowner maintain personal property insurance covering the contents of the unit. The Homeowner assumes responsibility for any damage or theft within the individual unit. JLA shall endeavor to prevent any damage or theft as possible and practical. Normal wear and tear, damages to outdated and or worn items cannot be charged back to quests.

- G. Homeowner agrees to indemnify and hold financially free and harmless JLA, its employees or agents, from and against all claims, suits, damages, costs, losses or expenses arising in connection with the use, occupancy, or ownership of the unit. Owner assumes all liability for assuring all required smoke detectors and carbon monoxide detectors are in proper working order, properly located, and less than 10 years old. JLA can replace batteries at owner's request for an additional fee. Owner to provide fire extinguishers as required by local codes and ordinances. JLA can place them at owner's request.
- H. Change in Management fee. JLA shall notify Homeowner in writing of any proposed changes to JLA compensation. If JLA gives Homeowner such notice of any changes on or before the fifteenth (15th) day of any month, then the changes shall be effective the first day of the following month unless the Homeowner gives JLA written notice the Homeowner wishes not to accept such changes on or before the first day of the month following JLA's notice. In the event Homeowner provides such notice, this agreement shall be terminated.
- I. JLA shall maintain a broad form of comprehensive public liability insurance covering JLA services in the amount of not less than three hundred thousand dollars (\$300,000.00). A copy of such insurance will be maintained at JLA's office for inspection. Owner and JLA waive any right that each may have against the other for loss or damage to its property or properties in which it may have an interest where such loss is covered by a peril covered by insurance held by the Homeowner, as the case may be, or arising from any cause which the claiming party was obligated to insure under this agreement.
- J. JLA makes no representation, guaranty, warranty, or otherwise, whether express or implied, regarding income potential, occupancy, or profitability regarding, relating or pertaining to any revenue Homeowner might anticipate realizing by placing the Unit on the rental program with JLA pursuant to this agreement.
- K. The Homeowner agrees to participate in the LiveRez program via the internet. LiveRez enables the Homeowner to access detailed information about their unit's activity. Homeowner will process their own reservations, and those of their personal guests, directly over the internet. All information is password protected, and the owner has the ability to assign and change passwords. Friends or Owner reservations booked over the phone to our office will be charged a \$30.00 booking fee per reservation. Regardless of how the Owner/Friend of the Owner reservations is booked, owner agrees to honor all existing Renter reservations.
- L. JLA is authorized to deduct Homeowner requested repairs or other maintenance, plus a 15% handling fee from the monthly income of the unit. In case of emergency, JLA is authorized to proceed with required repairs without prior Homeowner notification. Non-emergency repairs estimated at over \$500 will require prior Homeowner authorization.
- M. JLA maintains all rentals units managed in a standardized set up condition. In order to make that guarantee to all guest, the homeowner may not clean and provide their own linens for their unit. JLA will do a walk-through inspection of each unit on the program for any damage or theft and will provide Homeowner with recommendations to promote and maintain their unit as a quality June Lake Accommodations rental. Homeowner agrees to maintain his/her unit in good repair and adequately furnished, including all items on the enclosed list. In the event these standards are not maintained, the Homeowner will be notified by management and, if the condition is not corrected in a timely manner, the unit may be removed from the rental program. As part of this rental agreement, the owner further agrees to complete an annual spring or fall deep cleaning, INCLUDING carpet clean. Cleaning oven other than by self-cleaning mode is a deep cleaning issue. Cleaning BBQ will be cleaned as required at an additional expense.
- N. JLA does not support internet connection issues, home entertainment repairs, DVD or Blu-ray problems. Owner to provide schematic of wiring of devices, provide detailed, accurate instructions

for operating all TV/entertainment system components, establish TV and Internet service. Owner will provide password and user name required for internet service access.

- O. Owner shall pay on a timely basis all assessment and utility charges including electricity, water, sewer, propane, trash service, snow removal services, landscape maintenance, telephone, internet and cable service fees (to the extent any of the forgoing are billed to the owner), and homeowner association fees and assessments, (HOA fees), to ensure that the unit is rentable at all times. JLA will charge an additional \$10 fee for each check written by JLA to pay for the above.
- P. In the event Homeowner elects to list his/her unit for sale during the term of this agreement, Homeowner must notify JLA immediately so that we may properly service the local Real Estate Agents. JLA must be notified at the time the unit enters escrow, so that the rental customers of said unit might be properly transferred as soon as possible following the opening of escrow and/or cancelation of this agreement. As the sale occurs, we ask the selling Homeowner to work with the buyer and us in order to accommodate renters who may not have an alternate unit in which to be moved. Homeowner agrees to pay for and to allow JLA to perform touch-up cleaning when necessary after Realtors and potential buyers have been in the unit. In order to protect guests, JLA must be able to control access to your rental unit during a listing and/or sale. Under no circumstances may a lock box be installed on the rental unit to allow access by Real Estate agents. All Real Estate showings must be arranged with our office prior to each showing. Keys will be given out by our office only.
- Q. Reservations: Owner agrees to honor all confirmed reservations. The owner recognizes that the Owner's failure to honor a reservation will result in costs and damages to the guest and Manager. There will be no exceptions to this policy. If Owner causes displacement of a guest with a confirmed reservation, Owner shall be responsible for all direct and consequential costs and/or damages incurred as a result of having to move said guest to another property and compensate said guest for displacement, lost business or profit, or damage to the Manager's reputation as a result of Manager being able to honor said reservation.
- R. Homeowner agrees that JLA understands the market for the rental units they represent and will use good judgment in setting competitive nightly rates and will provide the Homeowner with responsive, quality service.
- S. This agreement is effective as of _____ until such time as it may be terminated by either party by submitting a thirty (30) day written notice to the other party. Because many units reserve early for busy periods and certain complexes sell out, we respectfully request that you honor advance reservations and JLA commissions as earned. Your rental clientele is built on their confidence and security in knowing they are getting what they request and pay for, especially in situations where they must reserve early.
- T. The following list of documents is included in our contract agreement between JLA and owner:
 - This contract agreement
 - Attachment #1 Cleaning description
 - Attached Inventory list to be completed by owner.

UPON SIGNING THIS AGREEMENT, THE HOMEOWNER FURTHER AGREES TO THE FOLLOWING:

1. Homeowner will supply two sets of keys for the unit and trash access.
2. Homeowner will allow all keys to his/her to be distributed through our office located at Sierra Crest Real Estate building (i.e. our rental, owner/owner guest usage, repair personnel, etc.)
3. NO DUAL AGENCY! Homeowner agrees that he/she will not contract with another reservation company, agency or service while contracted through June Lake Accommodations for the rental of herein said unit.
4. All data generated by JLA is proprietary and will not be shared.
5. Contract may be modified by Addendum with a 15 day in advance notice sent to owner by JLA.

6. Owner is responsible for paying and maintaining business license and TOT tax permit with Mono Co.

AGREED:

Client Signature

Print

Date

Client Signature

Print

Date

Client Signature

Print

Date

Address for all correspondence:

Mailing Address:

Contact Phone:

E-mail address:

ACCEPTED:

Lydia March Manager, June Lake Accommodations or
Lynn Morton, Broker

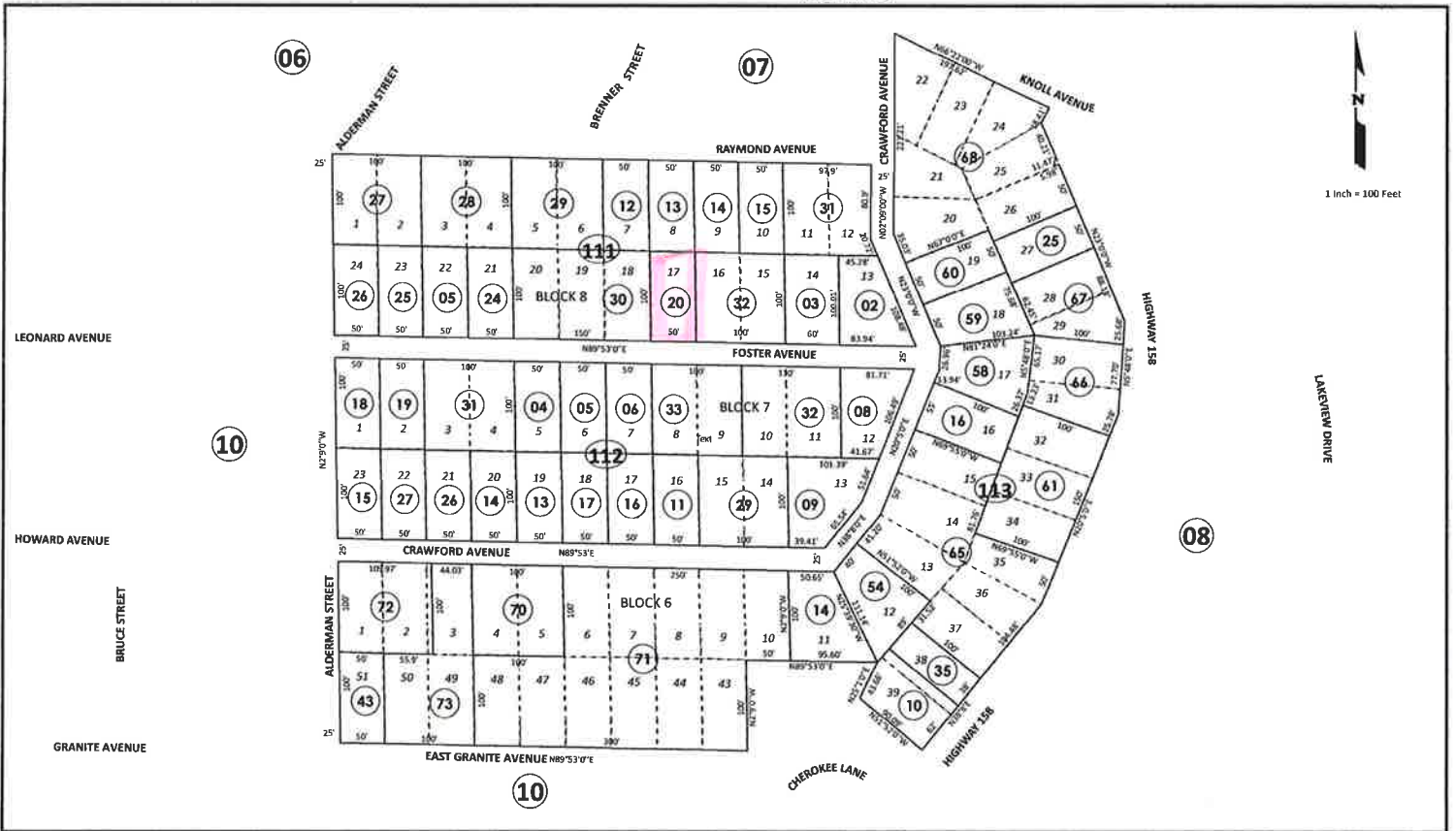
Date

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PORTION NE 1/4, NW 1/4 SEC.14, T.2S., R.26E., M.D.B.M.
SILVER LAKE PINES TRACT #1 (CENTRAL)

Tax Rate Area
51-14

15-11



LLA 14-001MC DOC#2014004950 (015-113-072 & 073)
SILVER LAKE PINES TRACT #1, RMB NO 01-02

Note: This map is prepared for the use of the Mono County Assessor, for assessment purposes only. It does not necessarily represent a survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data shown hereon.

Revised By: H. Goodner-Bull	Created: 3/22/2013	Revised: 11/2/2017
Mono County Cadastral Mapper		

UNINCORPORATED AREA
Assessor's Map
Book 15, Page 11
County of Mono, California
Assessor's Block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Circles

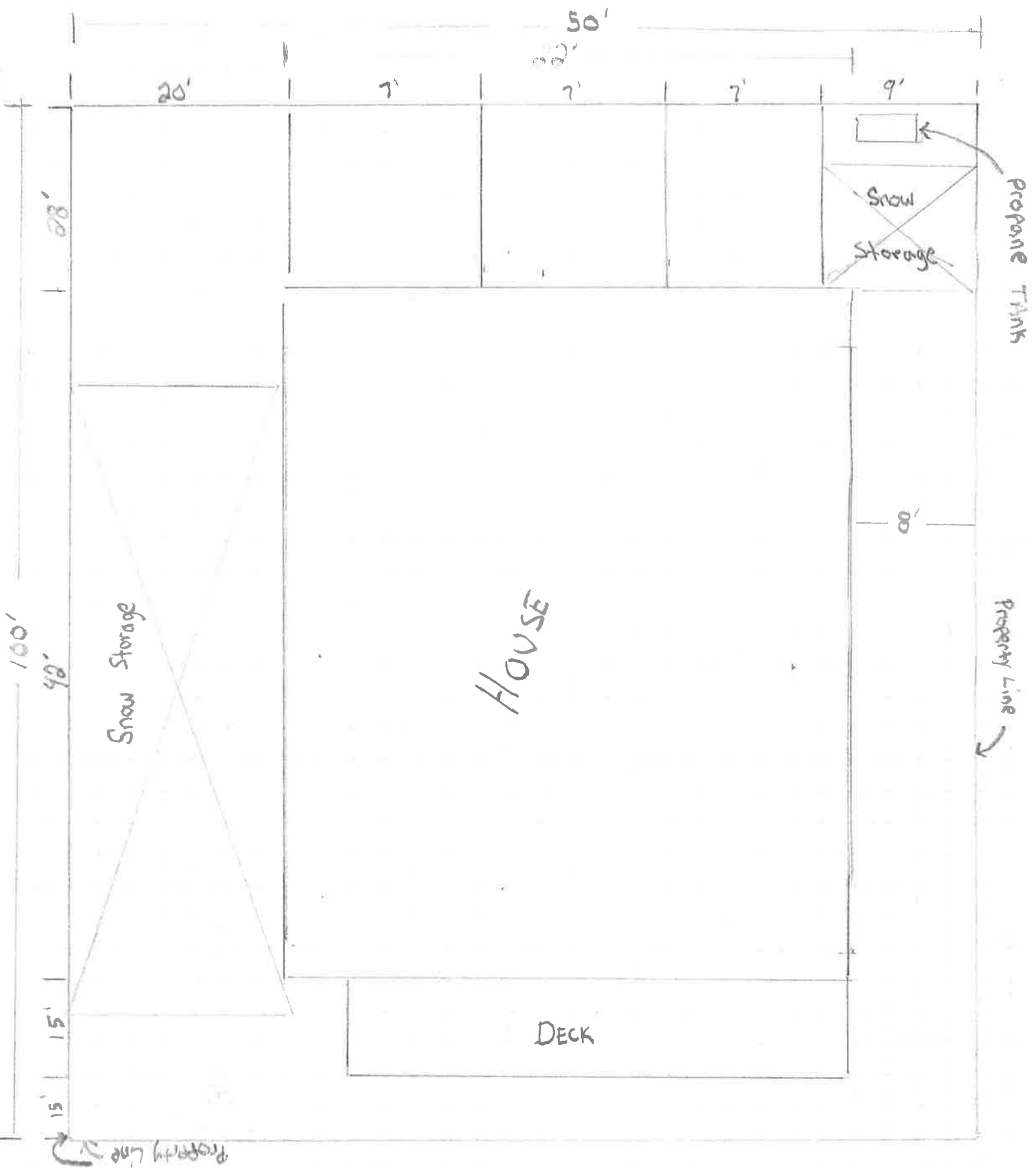


Lydia March
Sierra Crest Real Estate
760-672-6948
lydia@sierracrestrealestate.com

Map for Parcel Address: 46 Foster Ave June Lake, CA 93529 APN: 015-111-020-000



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CAROSELI Residence
 46 FOSTER AVE J.L.