



SHORT-TERM RENTAL VEGETATION SELF-INSPECTION CHECKLIST

<https://www.cityofsanrafael.org/shorttermrentals>

This form consists of three pages all pages must be completed.
See Page 2 for Instructions.

PROPERTY ADDRESS: (Please print legibly and use one form per address/unit.)	
Street Address:	Unit #:

Vegetation Requirements within 100 feet of structures or to the property line:

	Pass	N/A
DEAD AND DYING VEGETATION		
Remove all dead and dying grass, plants, shrubs, trees, branches, leaves, weeds, and needles		
Remove all dead and dying trees, branches, shrubs, or other plants <u>adjacent to or overhanging buildings</u> <i>Please provide pictures of side of home, vegetation over roof or eaves, if applicable</i>		
Remove all dead and dying woody surface fuels and aerial fuels including: loose litter, fallen leaves or needles, twigs, bark, cones, and small branches in a depth greater than 3 inches.		
FLAMMABLE LIVE BUSHES, GRASSES, AND GROUND COVER		
Remove or separate live flammable ground cover and shrubs		
Remove all junipers and bamboo within 15 feet (15') of any structure. Note: <i>Single specimens of juniper or bamboo are permitted beyond 15 feet (15') of a structure, if separated by two (2) times the height of the taller of the nearest bush</i>		
Cut annual grasses and forbs down to a maximum height of three inches (3")		
Remove combustible vegetation on the ground of the property within ten feet (10') of any highway, city streets, or private streets used for vehicle traffic		
PHYSICAL STRUCTURES		
Please provide pictures of the following: Front of home from a distance of approximately thirty feet (30'), Back of home from a distance of approximately thirty feet (30'), Side 1 of home, Side 2 of home		
Remove all branches within 10 feet of any chimney or stovepipe outlet <i>Please provide a picture showing chimney or stovepipe outlet area</i>		
Remove leaves, needles or other vegetation on roofs, gutters, decks, porches stairways, etc. <i>Please provide a picture under deck or stairway areas, if applicable</i>		
Remove flammable vegetation and items that could catch fire which are <u>adjacent to or below</u> combustible decks, balconies, and stairs		
HIGH FIRE LOADS		
Relocate exposed wood piles <u>10 feet (10')</u> from structure and cover in a fire resistant material <i>Please provide pictures, if applicable</i>		
Maintain woodpiles a minimum of two (2) times the height of the woodpile away from any component of the structure on the property <i>Please provide pictures, if applicable</i>		

San Rafael Vegetation Self-Inspection Checklist

LIVE TREES	Pass	N/A
Remove fuels in accordance with the fuel separation or continuous tree canopy guidelines:		
Raise the crown of all trees, by removing growth less than three inches (3") in diameter, from the ground up to a maximum height of ten feet (10'), provided that no crown shall be raised to a point so as to remove branches from more than the lower one-third of the tree's total height;		
Remove all combustible vegetation, provided that single specimens of combustible vegetation are permitted if separated by a distance equal to two (2) times the height of the next adjacent combustible or noncombustible bush on slopes 0 to twenty percent (20%), four (4) times the height of the next adjacent combustible or noncombustible bush on slopes twenty-one (21) to forty percent (40%), and six (6) times the height of the next adjacent combustible or noncombustible bush on slopes exceeding forty percent (40%) as measured from the most outer edge of both bushes.		
Remove any portion of trees or brush on property that overhang any roadway and reach within thirteen feet six inches (13'6") vertically above the roadway surface <i>Please provide pictures of driveway from street</i>		
OTHER		
Address numbers shall be displayed in contrasting color (4" min. size) and readable from the street or access road, pursuant to 2016 CFC 505.1 <i>Please provide pictures of address numbers from street</i>		

ACKNOWLEDGEMENTS

I certify I have inspected the aforementioned unit and the information above is true and correct and I have read and understand the requirements set forth in SRMC 4.12.030.

Name (Please print): _____ Relationship to Property: _____

Mailing Address: _____ Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

INSTRUCTIONS

To ensure that each Short-Term Rental (STR) housing unit meets minimum housing safety standards, all STR hosts are required to submit this form as part of their annual STR registration **BY APRIL 30th of that year** .

- Complete both pages.
- Submit completed application and corresponding documentation as one document to the City.
- All items must pass before submitting to the City and before renting the property.
- Keep a copy for your records.

For additional information regarding the City’s Short-Term Rental Program:

- Visit the website at www.cityofsanrafael.org/shorttermrentals. If you still have questions;
 - Contact Code Enforcement Officer, Eric Cogbill
 - Phone: (415)485-3487 or (415) 485-3308 for vegetation related questions
 - E-mail: ericc@cityofsanrafael.org
 - Counter Hours are on Wednesdays, between 8:30am to 12:30pm at City Hall.

Code Enforcement Division
1400 Fifth Avenue, 3rd Floor
San Rafael, CA. 94901