



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

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TRANSIENT RENTAL INCREASE IN OCCUPANCY POLICY

Municipal Code (M.C.) Section 5.40.050.G allows an increase in the occupancy of transient rentals by approval of the Community & Economic Development (CED) Director. This policy describes how to request approval of additional occupancy, provisions that would warrant additional occupancy, and method of approval.

Increase in Occupancy Request

A transient rental operator may request an increase in the number of occupants allowed to sleep overnight in a transient rental unit by providing a written request (either via e-mail or letter) explaining the request and the rationale for the request. The applicant should provide a general floor plan (may be drawn by hand, does not need to be to scale) showing the location of rooms, beds, and occupancy.

Provisions that Would Warrant Additional Occupancy

Occupancy by Persons Under the Age of 16 - A request in occupancy increase may be granted due to additional occupants under the age of 16 (i.e. 0-15). The intent of allowing additional occupants under 16 is that they will not increase the parking demand for the rental unit and are more likely to share sleeping areas. There must be adequate, legal sleeping areas for all occupants.

Rental Unit that Includes Additional Space to Accommodate Occupants – M.C. Sections 5.40.050.G.1 and G.2 limit single family homes to a maximum of 10 occupants and condominium occupancy based on the number of bedrooms. A request for an increase in occupancy may be granted to properties that include additional bedrooms/square footage. For example, occupancy increase may be granted in special circumstances due to larger than average accommodations (e.g. if a home had a 1,000 square foot great room additional occupancy may be approved based on sleeping accommodations).

Occupancy increases shall require adequate parking to accommodate additional occupants. Available parking spaces must be documented through photos or a site plan (may be hand drawn, does not need to be to scale). Parking spaces on Town roads will not be included in parking calculations due to winter parking restrictions.

Other Situations as Determined by the CED Director – The CED Director shall review requests that don't fall into one of the above categories on a case-by-case basis.

Method of Approval

The CED Director shall communicate issues, denial, or approval to the applicant either in writing or via e-mail. Final approval of the additional occupancy will be indicated in the Town's records. Approval of the additional occupancy is tied to the Transient Occupancy Tax Certificate/transient rental operator. New Transient Occupancy Tax Certificate applications will require a new review of additional occupancy request.

Increases in occupancy are evaluated on a case-by-case basis and may or may not be approved. The applicant should ensure that adequate information is provided (clear description of the request and floor plan) with the request to ensure that the request is processed as quickly as possible.

All requests should be submitted directly to Sandra Moberly, Community & Economic Development Manager at smoberly@townofmammothlakes.ca.gov. For questions please contact Sandra Moberly at (760) 965-3630 ext. 3633.