



**Code Enforcement  
Short Term Rental Appeal Form  
Surrounding Property Owners**

[www.SBCounty.gov](http://www.SBCounty.gov)

Office Use Only

**Form must be returned no later than 30 days from Issuance Date of the Notification**

Today's Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Property Address: \_\_\_\_\_

Permit Property Parcel Number (APN): \_\_\_\_\_ Permittee Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address (please print clearly): \_\_\_\_\_

For your convenience, we are currently offering hearings by telephone or written declaration. (Should you require an in-person hearing, please contact our office at (909) 884-4056.)

I wish to appear by: Phone  Written Declaration

For Phone Hearings I prefer A.M.  P.M.  No Preference

We will try to accommodate your preferred time; however, your selection is not guaranteed.

I have enclosed the required \$100 Appeal Fee  I have submitted an Appeal Fee Hardship Waiver

**Important Information for Surrounding Property Owners**

Short-Term residential Rental unit (STR) permit appeals will be heard by a hearing officer, according to section 84.28.090(c)(2) of the San Bernardino County Code. Key points to be aware of:

- The hearing officer will hear from the appellant, the permittee, and County Code Enforcement staff.
- Witnesses will be required to swear or affirm to the hearing officer that their testimony is the truth.
- The only valid grounds for granting such an appeal are limited to the claim that past use of the property as a STR has not complied with one or more requirements of San Bernardino County Code sections 84.28.060(b) through (c) or SBCC 84.28.070, or that, based on competent evidence, any prospective use for such purpose will likely not comply with one or more of such requirements.

**Required:** Reason for appeal (attach additional sheets if needed)

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**The Appeal Form and \$100 Appeal Fee, or completed a Hardship Waiver must be submitted in person or by mail to:**

San Bernardino County Land Use Services Department  
Attn: Code Enforcement Appeals  
268 W. Hospitality Lane, Suite 300  
San Bernardino, CA 92415

Appellant Signature

Date