



# CITY OF SANTA MARIA EMPLOYEE HOUSING APPLICATION and ACKNOWLEDGMENT of REGULATIONS

PLANNING DIVISION • 110 SOUTH PINE STREET ROOM 101 • SANTA MARIA, CA 93458 • (805) 925-0951 X 2244

Employee Housing Company /Operator: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Company Email: \_\_\_\_\_

24 Hour Emergency Contact Name: \_\_\_\_\_

24 Hour Emergency Contact Phone No: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Owner Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Authorization:**

By signing this application I certify that I am the owner of the real property listed above, have reviewed this completed acknowledgement and consent to its filing. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

NOTE: The Employee Housing Operator is responsible for providing the Community Development Department with an updated address list of the of each Employee Housing facility under their control within the City, and the maximum number of Employees to be housed in each facility, within 30 days of an Employee Housing location being acquired or released by the operator.

Address (s) of Employee Housing: \_\_\_\_\_

Number of Employees to be housed at this location: \_\_\_\_\_

(Please use additional sheets for more than one location)

**The Santa Maria Municipal Code Chapter 12-54 has established regulations that each Employee Housing facility must follow in order to legally operate. Please read the following requirements carefully.**

- (1) As required by State law, no Employee Housing [used in conjunction with the H2A Program] shall be allowed to be operated without first obtaining certification by the State Workforce Agency that the Employee Housing complies with Federal and State program standards. Prior to use of a property for Employee Housing, the owner or operator of the Employee Housing shall provide the City with proof of certification by the California Employment Development Department and/or California Department of Housing and Community Development acting as the State Workforce Agency.
- (2) The owner and operator of a dwelling used for Employee Housing shall consistently maintain the dwelling and property, including maintaining landscape, so as not to create a public nuisance. The entire site shall be permanently maintained free of accumulated dirt and litter and in an otherwise neat and attractive manner and adhere to the requirements of the Santa Maria Municipal Code. Any graffiti on the property shall be promptly painted out. All landscaping areas on the property shall be permanently

maintained with healthy, growing plant material, free from weeds. Dead or dying plant material shall be replaced within one month of plant deterioration.

- (3) Employee Housing shall comply with all applicable residential development standards of the underlying zone district and the per-unit parking requirements of Title 12.
- (4) Detached garages or other accessory buildings not permitted as dwelling units shall not be used to house employees.
- (5) Common living areas (kitchens, dining rooms, living rooms, family rooms, etc.) within existing units shall not be converted to, or used for, additional sleeping areas.
- (6) The appearance of the dwelling or property shall not be modified (either by color, materials, construction, signs, lighting, sounds, etc.) so as to be recognized as serving as an Employee Housing use.
- (7) No commercial signs shall be permitted on the property or on vehicles parked at the property.
- (8) Any vehicles associated with the operation of Employee Housing, including but not limited to employee transportation, deliveries and company vehicles, shall not impede vehicular or pedestrian traffic or block any driveway or sidewalk.
- (9) Vehicles, sixteen (16) passenger capacity and larger, shall not be parked on the property or on adjacent streets, other than in the active process of picking up or dropping off employees.
- (10) The operator shall establish a 24-hour emergency contact phone number.

Modifications to the above criteria are subject to approval of a conditional use permit for the facility.

***I certify that I have read this application and agree to abide by these conditions and Santa Maria Municipal Code Chapter 12-54 in the operations of Employee Housing and hereby authorize representatives of the City to enter upon the above-mentioned property for inspection purposes as a prerequisite to authorization, and agree abate any violations of the City's municipal code prior to use of the facility for Employee Housing. I agree to request and make the unit(s) available for inspection within 30 days from the date of receipt of this Certificate by the City. I also understand that the violation of any of these conditions or provision of Santa Maria Municipal Code Chapter 12-29B is considered a misdemeanor punishable as provided pursuant to Section 1-6.01 of the Santa Maria City Code.***

Under penalty of perjury, I warrant and represent to the City of Santa Maria that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit may invalidate approvals or other actions taken by the City of Santa Maria.

***By checking this box, and signing the application below, I acknowledge that the Employee Housing unit(s) at the address above will be used in conjunction with the H2A Program and have current health and safety certification by the California Employment Development Department and/or California Department of Housing and Community Development, and a copy of the certification is attached to this form.***

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

- Is a complete list of the Operator's Employee Housing facility locations attached to this form?
- IF H2A Program housing, is the current health and safety certification for each unit/location attached to this form?

APN: \_\_\_\_\_ ZONE: \_\_\_\_\_

CODE COMPLIANCE:  NONE  ACTIVE

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ (Community Development Department)

CERTIFICATE ISSUED By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Code Compliance Division)