



Planning & Urban Design

SHORT-TERM VACATION RENTAL CERTIFICATE APPLICATION

STVR PROPERTY ADDRESS: _____

EFFECTIVE 9/1/2018, INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please complete this application when requesting and/or renewing a Short-Term Vacation Rental (STVR) Certificate. A separate STVR application must be submitted for each dwelling unit used as a STVR. Please ensure all documentation and applicable fee(s) are submitted with your application. Checks should be made payable to the City of Savannah.

- NEW APPLICATION.** The following items are required for new applications:
 - STVR Application (**Complete and Return All Pages**)
 - STVR Agent Written Certification Form
 - Sworn Code Compliance Verification Form (Must be Notarized)
 - Written Exemplar Agreement between Property Owner/Rental Management & Tenant
 - Proof of Property Ownership (New property owners must submit copy of HUD/Settlement Statement when Warranty Deed is not available at time of submission.)
 - When submitting application as owner-occupied, must provide proof of valid homestead exemption OR sworn affidavit and supporting documentation establishing proof of residency by the applicant stating that the primary dwelling unit is the legal residence and domicile of the resident. Proof of residency is required in the form of two of the following: 1) a valid Georgia Driver's License or Georgia Identification Card; 2) registration for vehicles owned by and registered in the name of the applicant; 3) Chatham County Voter's Registration Card; or 4) Previous year's W-2 Form or Internal Revenue Service Tax Return
 - Proof of Insurance **indicating the property is used as a short-term rental**
 - Proof that Adjacent Neighbors have been notified of a STVR Application
 - If applicable, a copy of the adopted condominium declaration
 - Non-refundable initial annual fee of \$300.00

Once information is processed, applicant will be notified to apply for a Business Tax Certificate (BTC) from the Revenue Department. When the BTC is issued, applicant is required to provide a copy of the BTC to Planning & Urban Design; at which time, the STVR Certificate will be issued.

- RENEWAL APPLICATION.** It is a property owner's responsibility to renew on-time. STVR Certificates **automatically expire** after one-year of issuance. Please submit the following items 30 days prior to expiration to prevent cancellation of STVR status.
 - Must complete this section and provide documents/forms as outlined below.
 - STVR Renewal Application, pages 1 & 2.
 - Please Provide: Certificate # _____ BTC Renewal # _____
 - Proof of Insurance **indicating the property is used as a short-term rental**
 - Business Tax Certificate (BTC) Renewal – Submit Copy
 - Annual Renewal Fee of \$150.00
 - Applicant/Owner Acknowledgement Form, page 4.
 - STVR Agent Written Certification Form, page 5; **and** Written Exemplar Agreement, page 8. Required **only** when property owner has a new rental agent.
 - STVR Business Location Information Form, page 3; **and** Sworn Code Compliance Verification Form, pages 6-7. Required **only** when property improvements were made after previous application was submitted.

SUBMIT APPLICATION(S), REQUIRED DOCUMENTS & APPLICABLE FEES TO:

MAIL: Planning & Urban Design, P.O. Box 1027, Savannah, GA 31402
In Person: Development Services, 5515 Abercorn Street
Email: planning@savannahga.gov
FAX: 912-651-6543

PROPERTY OWNER INFORMATION

If the owner is not a natural person, the applicant will need to identify primary partners, officers and/or directors of any such entity, including personal contact information.

Property Owner Name(s): _____

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

Property Owner Alternate Phone: _____ Email: _____

SHORT-TERM VACATION RENTAL UNIT INFORMATION

Address of STVR Property: _____

Number of Bedrooms: _____ Number of Off-Street Parking Spaces: _____

Location of Off-Street Parking Spaces: _____

Four (4) or more bedrooms require a parking plan, i.e., diagram/snapshot of parking spaces. Please visit <http://www.savannahga.gov/1124/Frequently-Asked-Questions>; scroll down to "Parking" Section for more information.

RENTAL AGENT CONTACT INFORMATION

Rental Agent Name: _____

Address: _____

24-hour Contact telephone Number: _____ Email: _____



STVR BUSINESS LOCATION INFORMATION

A building inspection, building permit, site plan, and/or a Zoning Board of Appeals application may be required to complete the approval process for STVR Certification.

Please check all applicable statements:

- | | |
|--|---|
| <input type="checkbox"/> Under New Construction | <input type="checkbox"/> You are adding or changing heating, ventilation, air conditioners, or refrigeration. |
| <input type="checkbox"/> You are making changes to the dwelling, i.e., add or remove walls, doors, windows, stairs | <input type="checkbox"/> You are adding or changing plumbing, i.e., sinks, toilets, showers, bathtubs |
| | <input type="checkbox"/> You are adding or changing electrical, i.e., new lights, switches, outlets |

Property Identification Number: _____

Previous Business Use at this location: _____
(please state "single family home," if applicable)

Identify the Ward where the Property is Located: _____

The property is: Owner Occupied Non-Owner Occupied

Owner-occupied property refers to real property which contains one or more dwelling unit(s) where the principal dwelling unit must be occupied by the property owner and constitute his/her primary and usual place of residence. The dwelling units must share the Property Identification Number assigned by the Chatham County Board of Assessors.

[SPACE INTENTIONALLY LEFT BLANK]

APPLICANT/OWNER ACKNOWLEDGMENT & SIGNATURE PAGE TO FOLLOW

APPLICANT/OWNER ACKNOWLEDGEMENT

I, _____
(Applicant/Owner)

- Acknowledge receipt of Part 8, Chapter 11, Sec 8-10012 entitled *Short-Term Vacation Rental Certificate*, have reviewed it, understanding its requirements, and will comply with the regulations contained within this Section;
- Agree to use my best efforts to assure that use of the premises by STVR occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Planning & Urban Design approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances;
- It is the responsibility of every business owner or operator to make certain that the type or nature of business activity being conducted at any location in the City of Savannah is permitted by and conforms to the Zoning Ordinance and Building Regulations of the City before signing a lease/contract and before operating the business;
- I understand that all construction work will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc. Working without a permit will result in a minimum penalty of \$500; and
- Authorize the City of Savannah to verify information provided in the application.

Signature of Applicant/Property Owner

Date

Print Name

FOR OFFICE USE ONLY	
New Application _____	Renewal _____
Zoning District _____	Ward _____
Use # _____	Use Name _____
STVR Certificate # _____	Check #/MO _____
Reviewer _____	Date Reviewed _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied COMMENT(S): _____	



SHORT-TERM VACATION RENTAL (STVR) AGENT WRITTEN CERTIFICATION

Address of STVR Property: _____

Name of STVR Property Owner: _____

STVR Agent Name: _____

STVR Agent Address: _____

STVR Agent 24-hour phone: _____ Agent Email: _____

I, _____ representing _____ am charged with the following duties and responsibilities for maintaining good relations between guests residing in the above-named property and the City of Savannah. As the short-term vacation rental agent, I will:

1. Be reasonably available to handle any problems arising from use of the short-term vacation rental unit;
2. Appear on the premises of any short-term vacation rental unit within two hours following notification from the City of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the STVR unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City of Savannah Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in this Chapter. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
4. Monitor the short-term vacation rental unit for compliance with Part 8, Chapter 11 entitled Short-Term Vacation Rental of the City Ordinance.


I verify that I am a natural person and am over the age of 18 years old. I also acknowledge receiving a copy of Part 8, Chapter 11, of City Code, have reviewed it, understand its requirements, and will comply with its regulations.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Planning & Urban Design approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

Signature of STVR Rental Agent

Date

If the STVR rental agent changes temporarily or permanently, the property owner must notify the Planning & Urban Design in writing of the new agent's identity. Only one STVR agent may be in place at any given time.



SHORT-TERM VACATION RENTAL (STVR) CODE COMPLIANCE VERIFICATION FORM

The City of Savannah has developed this form for the use of a residence rented as a short-term vacation rental which is considered a lodging establishment. The following minimum safety guidelines are recommendations only, and should not be construed to be all-encompassing.

Primary Exit:

1. At least one exit door with direct access to the outside, or to a protected corridor in the case of a condominium or apartment building, should be provided per dwelling unit.
2. The exit door should be side hinged and not less than 3 feet wide x 6 feet 8 inches tall.
3. A landing should be provided on each side of an exterior exit door. The landing width should not be less than the door served, and should be a minimum of 36 inches measured in the direction of travel.
4. The exit door should open from the inside without the use of a key, tool or special knowledge.
5. Handrails should be provided on at least one side of each continuous run of stairs.
6. Stairs and decks should be properly constructed and maintained.

Emergency Escape and Rescue Openings:

Basements and every sleeping room should have at least one operable window or door leading directly to a public street, public alley, yard, court. Commercial buildings with three or more condominiums or apartments protected by an operational sprinkler system are exempt from having emergency escape openings.

Windows used as emergency sleeping room exits should have the following:

- Window sill height should not be higher than 44 inches above the floor.
- Minimum clear window opening of 5.7 square feet or 5 square feet if at ground level.
- Minimum clear window opening height, 24 inches.
- Minimum clear window opening width, 20 inches.
- Windows should be operational from the inside of a sleeping room without the use of keys, tools or special knowledge.
- Bars, grills, and similar devices are not recommended over rescue openings. If present, they must open from the inside without the use of keys, tools or special knowledge.
- Windows under decks should fully open and have a minimum 36 inch high direct path to a public street, public alley, yard or court.

Smoke Alarms:

1. One listed 10 year battery smoke alarm is recommended inside and outside of each sleeping room and on each additional story of the dwelling, including the basement.
2. ANSI/UL 2034 listed or CSA 6.19 carbon monoxide alarms should be installed in the general vicinity of each sleeping area.

Fire Extinguishers:

1. A minimum of one portable, 5 pound type ABC fire extinguisher per floor should be provided and maintained.
2. It is recommended that one fire extinguisher be placed in the kitchen area.

In addition to the recommendations above, it is highly recommended that mechanical, electrical and plumbing professionals inspect the building systems to ensure they are in good working order.

The owner acknowledges that the residence was not designed, constructed or inspected as a commercial lodging establishment. All of the foregoing information is hereby given and all of the foregoing statements are hereby made on oath, willfully, knowingly, and absolutely, and the same is and are hereby sworn to be true under penalty for false swearing, as provided by law.

I, _____, having been administered a lawful oath or affirmation, hereby certify under penalty of false swearing (O.C.G.A. § 16-10-71) that the above information is true and correct.

_____ Date _____

Property Owner's Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public



SHORT-TERM VACATION RENTAL (STVR) EXEMPLAR RENTAL AGREEMENT

As part of the application, property owners must submit a copy of an exemplar agreement which is executed between the property owner and occupant(s).

Welcome to Savannah! **Vacation Rentals in Savannah** is committed to providing you with the very best experience. In addition, we work closely with our neighbors to ensure the quality of life that residents and visitors both expect. Enclosed is information regarding neighborhood policies and local laws and regulations. Please keep in mind that violations of any of these rules can lead to fines or even eviction without refund. We know that you'll do your part to be a great neighbor in Savannah!

Please be mindful of the City of Savannah Noise Ordinance. As you are staying in a residential area, we would like to remind you to observe neighborhood quiet times between the hours of 9pm – 8am. Please remember that sound carries very well throughout Savannah, most especially in courtyards, porches, patios, and verandas.

Guests must not exceed the listed occupancy of each property.

Guests must not exceed the maximum parking allotted to each property. Guests must park only in designated parking places. Please be mindful of street sweeping zones and parking meters throughout the city.

Savannah does have leash laws and leashes are required for any pet taken off property. Pet waste must be cleaned up immediately.

While “to-go” cups are legal in parts of the city, public intoxication is unlawful and may result in heavy fines and/or incarceration.

Savannah has very strict litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles. Help keep Savannah beautiful!

Household trash and recycling must be placed in City of Savannah collection carts specific to the property. Trash bags and recycling may not be left outside of the collection carts, left on porches, or left in lanes.

Laundry and towels must not be hung to dry on any exterior portion of the property, including, porch rails, fences, gates, or banisters.

Helpful Hints for your Stay in Savannah: 9-1-1 is the phone number for emergency services in the city.

Savannah is a walking city and our architecture and squares are best enjoyed on foot. Please remember to only cross streets in designated crosswalks. And, as in most cities, jaywalking is punishable by a fine. Obey all pedestrian signals and signage.

Bicycles are a great mode of transportation in Savannah; however, bicycles are prohibited in squares, parks, and sidewalks throughout Savannah.

If you happen to be locked out of your property, please contact your rental agent. Neighbors and surrounding businesses do not have spare keys to the property.

48-hour parking passes are available for \$24 from Savannah’s Mobility & Parking Services at 100 East Bryan Street, the Savannah Visitor’s Center at 301 MLK Blvd, or by calling (912) 651-6470. The pass provides parking at any meter, with a time limit of one hour or more. It also includes complimentary parking at any of the City owned Parking Garages.

Short-term Vacation Rental Occupant

Date