



SHORT-TERM VACATION RENTAL APPLICATION

INCOMPLETE SHORT TERM VACATION RENTAL (STVR) APPLICATIONS WILL NOT BE PROCESSED.

Please complete this STVR Application when requesting a new STVR Certificate or renewing an existing STVR Certificate. A separate STVR application must be submitted for each dwelling unit used as a STVR. Check or money order should be made payable to the City of Savannah.

- FOR NEW STVR CERTIFICATE.** STVR Property Address: _____
 - STVR Application: Complete pages 1-7; page #'s can be found at the bottom of each page
 - Copy of the Written Exemplar Agreement that will be used between Property Owner/Rental Management & Tenant (Sample form, page 8 can be used. When a customized Written Exemplar Agreement is used, must ensure it is consistent with the criteria outlined in Chapter 11, Sec. 8-10013(b)(2)
 - 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:
 1. Proof of valid homestead exemption; OR
 2. In lieu of a valid homestead exemption, a Sworn Affidavit (form included and must be notarized) and supporting documentation establishing proof of residency that the primary dwelling unit is the legal residence and domicile of the resident. Supporting documentation to establish proof of residency must be submitted in the form of two of the following: 1) copy of a valid Georgia Driver's License or Georgia Identification Card; 2) copy of registration for vehicles owned by and registered in the name of the applicant; 3) copy of Chatham County Voter's Registration Card; or 4) copy of 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**
 - Adjacent Neighbors Notification Requirement (Instructions Attached)
 - If applicable, a copy of the adopted condominium declaration
 - Non-refundable initial annual fee of \$300.00

Once the application is processed, property owner or designated rental agent will be notified to apply for a Business Tax Certificate (BTC) from the Revenue Department. Property owner or designated rental agent is required to provide a copy of the BTC to Planning & Urban Design; at which time, the STVR application will be finalized and the STVR Certificate will be issued via email.

- TO RENEW AN EXISTING STVR CERTIFICATE.** 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:
 - STVR Application - pages 1, 2, & 4; page #'s can be found at the bottom of each page
 - Please Provide: STVR Certificate # _____ Address: _____
 - Copy of Business Tax Certificate (BTC) - Cannot be expired
 - Proof of Insurance **indicating the property is used as a short-term rental**
 - Non-refundable renewal annual fee of \$150.00
 - STVR Agent Written Certification Form, page 5; **and** Written Exemplar Agreement, sample page 8. **Required only when a property owner has rental agent change. Adjacent neighbors must receive updated notification (Instructions Attached)**
 - 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 STVR 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: Not Available; Payment must be included via check or money order only
FAX: Not Available; Payment must be included via check or money order only
FEES: Check or money order should be made payable to the City of Savannah

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

Must complete even when the property owner will act as their own rental agent

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:

- Under New Construction
- You are adding or changing heating, ventilation, air conditioners, or refrigeration.
- You are making changes to the dwelling, i.e., add or remove walls, doors, windows, stairs
- You are adding or changing plumbing, i.e., sinks, toilets, showers, bathtubs
- 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]

PROPERTY OWNER ACKNOWLEDGMENT & SIGNATURE PAGE TO FOLLOW

PROPERTY OWNER ACKNOWLEDGEMENT

I, _____
(Property Owner)

- Acknowledge 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 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) RENTAL AGENT (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, _____ (Agent) representing _____ (Property Owner) 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.

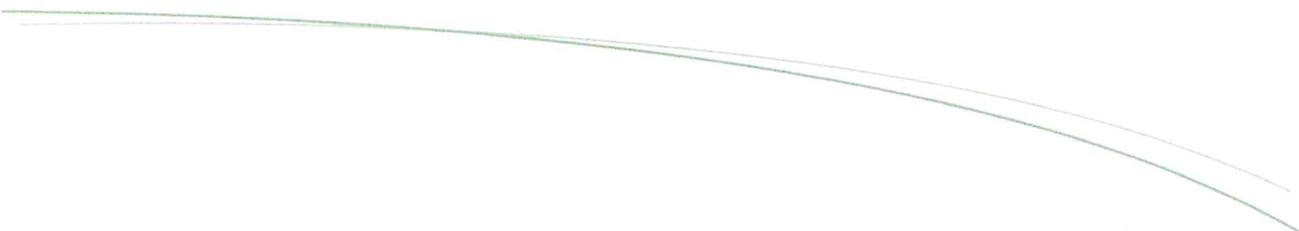
I verify that I am a natural person and am over the age of 18 years old. I also acknowledge Part 8, Chapter 11, of City Code, have reviewed it, understand its requirements, and will comply with its regulations.

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 property owner, 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:

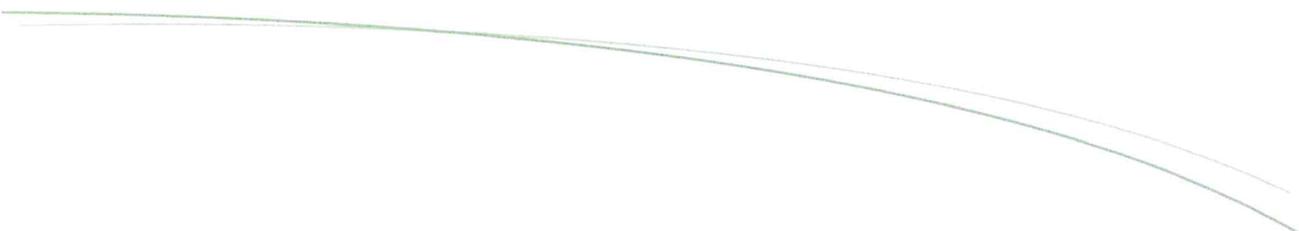
1. At least one exit door with direct access to the outside, or to a protected corridor in the case of a condominium or apartment building, should be provided per dwelling unit.
2. The exit door should be side hinged and not less than 3 feet wide x 6 feet 8 inches tall.
3. A landing should be provided 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.



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/Guest

Date

SWORN AFFIDIVAT

(Required only when submitting a STVR application as an owner occupied property)

I/We, _____, hereby affirm that
Property Owner Name(s)

_____, Parcel I.D # _____
Property Address

is my/our principal primary residence, and that this same address serves as my/our legal residence
and domicile.

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/We, _____, having been
Property Owner Name(s)

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.

Property Owner Signature Date

Property Owner Signature Date

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

Notary Public

INSTRUCTIONS

The “Adjacent Neighbor(s) Notification,” herein referred to as “notification” requirement, as outlined in the Short Term Vacation Rental (STVR) Ordinance, Sec. 8-10015(a), requires the property owner/STVR applicant or the property owner’s rental agent, to notify adjacent neighbor(s), to the left and/or to the right, that a STVR application has been submitted to the City requesting operation of a proposed STVR. Copies of the documentation showing that notification was made is required at the time of submission of a STVR application through the STVR application process **and** prior to the issuance of an initial STVR certificate

Notification must include the information outlined below and must be provided in writing and addressed to the property owner(s). You can locate adjacent property owner information on the SAGIS website at <http://www.sagis.org/Home/Map>.

Each adjacent property owner should sign acknowledging that they were provided with notification of this short term vacation rental use, when notification is provided in-person/hand-delivery; OR

Notification can be via certified mail, return receipt requested, and the City would need a copy of the document/letter that you provided to the adjacent property owner(s); and copies of completed certified mail receipts.

Notification in writing and addressed to the property owner(s) must provide:

- (1) Street address of the proposed short-term vacation rental;
- (2) Location of any on-site parking for short-term vacation rental occupants;
- (3) Provide maximum occupancy - Calculate the maximum occupancy as follows: 1-2 bedrooms, **maximum occupancy is always 4**; for 3 or more bedrooms, multiply number of bedrooms times 2 = # **maximum occupancy**
- (4) Copy of the short-term vacation exemplar rental agreement;
- (5) Name of property owner; and
- (6) Name of rental agent and contact information. When property owner is the rental agent, must provide property owner(s) contact information.