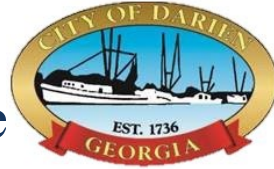


City of Darien

Short Term Rental Business License Application



License #

Date Received:

Date Issued:

Property Information

Parcel Number: _____ Zoning District: _____

Street Address: _____

City, State, Zip: _____

Number of Rental Units on Property: _____ Number of Bedrooms in Each Unit _____

Number of Parking Spaces: _____ Are the spaces clearly identifiable: ☐ Yes ☐ No

Property Owner(s)

Property Owner's Name(s): _____

Primary Phone Number: _____ Secondary Phone: _____

Email (required): _____

Owner's Present Address: _____

City, State, Zip: _____

Local Point of Contact (who may be reached on a 24-hour, seven-day-a-week basis)

Name: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Email (required): _____

Provide the following information

EIN: _____

Proof of Registration with Georgia Tax Center: _____

Proof of Short-Term Rental Insurance: _____

Proof of Annual Pest Control: _____

Annual Personal Tax Form: _____

If providing any type of food service, provide proof of Health Department Inspection: _____

Required Applicant Signature

_____ I affirm that it is my (applicant's) responsibility to collect and timely remit hotel-motel taxes in accordance with city ordinances and to pay occupation taxes in accordance with city ordinance.

_____ I affirm that the short-term rental has no past due hotel-motel taxes, short-term rental business license fees, ad valorem taxes, or fines for violations of this section.

_____ I affirm that the short-term rental has an operable fire extinguisher in every rental unit and working smoke and carbon monoxide detectors in every bedroom and on all habitable floors.

_____ I affirm that the short-term rental has solid waste collection (trash) services that removes solid waste at least once a week.

_____ I affirm that I, nor the short-term rental has had a short-term rental business license suspended or revoked within the previous 12 months.

Any fraudulent or material misrepresentation, omission, or false or untruthful statement or information furnished by or made by the applicant in any application (or supporting materials) submitted to the city for a license or renewal thereof shall be grounds for denial, suspension, or revocation of a short-term rental business license, or any renewal thereof. All requirements, acknowledgements, affirmations, and attestations necessary to obtain a short-term rental business license must be continuously maintained at all times throughout the duration of the initial short-term rental business license and any renewal thereof. All material changes in the information or supporting documents or materials provided to the city in any application (or renewal application), including any change in the local point of contact and /or such person's contact information, shall be updated and reported in writing to the city manager within three business days of such change. An accommodation excise license is not assignable or transferable. Upon sale of a property or when a managing agency or agent changes, there will be a 30-day grace period to operate as a short-term rental so long as an application for a short-term rental business license is submitted by the new owner, managing agency, or agent within seven days of the sale or management change. I hereby certify that I am the property owner, or the authorized agent of the property owner and that all information contained herein is true and accurate.

Signature _____ Print Name _____ Date ____/____/____

Disclaimer: Per Ordinance 18-84 (g)(11). If the City of Darien reaches the 15% threshold of the ward, you will be waitlisted. ****See the City of Darien Code of Ordinances for further information by accessing the City of Darien website: www.cityofdarien.com → Government Tab → Ordinances → Chapter 18.****

Fees: If the applicant is filed prior to July 1st, the full \$125.00 fee shall be paid. If the application is filed after July 1st, the license fee shall be \$62.50. All short-term rental business licenses, and any renewals thereof shall expire on December 31st of each year. Applications for renewal of a license for the following calendar year must be filed on or before January 15th of the following year. **Renewal Fee:** \$125.00

Amount Paid: \$ _____ ☐Cash ☐Credit ☐Check # _____

☐Money Order # _____

Account # _____ **Received By** _____

☐Approved ☐Denied **Building Inspector** _____ **Date** ____/____/____

Short-Term Rental Standards

Short-term rentals shall be subject to the following general requirements in addition to the zoning district regulations for the zoning district in which the short-term rental is located.

- (1) Short-term rentals shall meet all applicable building, health, fire, and related safety codes at all times. Each short-term rental shall also have:
 - a. A properly maintained and charged fire extinguisher in each short-term rental unit; and
 - b. A solid waste collection (trash) service that removes waste at least once a week. All solid waste (trash) must be contained in secured containers when outside of the residence. Trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container. The curbside container shall not be placed on the curb awaiting trash service pickup sooner than 24 hours before the pickup day, and must be removed no later than 24 hours after trash service pickup.
- (2) No exterior signage shall be permitted except in accordance with the regulations for the district in which the short-term rental is located.
- (3) Short-term rentals shall not be operated outdoors or in a non-habitable structure.
- (4) Parking shall be provided in accordance with any existing or future parking ordinances of the City.
- (5) Only one party of guests shall be permitted per short-term rental unit.

Parking

- (1) Each short-term rental shall designate the maximum number of cars allowed on-site and, where applicable, instructions for off-site parking for cars exceeding the maximum allowed on-site.
- (2) Parking spaces within the grounds of the short-term rental unit must be clearly identified for guests' use.
- (3) The property owner shall provide guests with parking instructions prior to arrival.
- (4) Exceeding the maximum number of vehicles allowed on-site of a short-term rental is a violation of this section.

Operation

- (1) Occupancy of a short-term rental between the hours of 11:00 PM and 6:00 AM shall not exceed the maximum occupancy rate, as defined in section 18-84(c). No person operating or occupying a short-term rental shall violate or exceed, or allow another to exceed, the maximum occupancy rate.
- (2) A short-term rental shall not be used for hosting any commercial events.
- (3) The short-term rental business license holder shall keep on file with the City at all times the name, cell phone number, and email address of a valid local point of contact who shall use reasonably prudent business practices to ensure that all occupants and/or guests of the short-term rental comply with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental, as well as for responding to questions

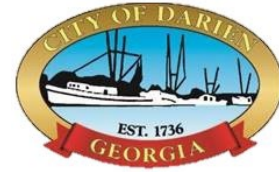
- or concerns from occupants, guests, and the City regarding the operation of the short-term rental. The local point of contact may, but does not necessarily need to be, the property owner or representative of a managing agency or agent.
- (4) The local point of contact shall be available 24 hours a day to accept telephone calls and respond to complaints regarding the condition, operation, or conduct of a short-term rental is rented and occupied, the local point of contact must be available to respond to complaints in person at the short-term rental within a reasonable time period, not to exceed two hours after notification of the complaint.
 - (5) Failure of the local point of contact to respond to calls or complaints in a timely and appropriate manner shall be a violation of this section. However, it is not intended that any property owner, local point of contact, and/or license holder act as a peace officer or place himself/herself in an at-risk situation.
 - (6) A valid short-term rental business license shall be posted in a conspicuous location inside the main entrance of the short-term rental on or adjacent to the front door. In addition to the short-term rental business license, a clearly visible and legible notice containing the following information shall be conspicuously posted within the short-term rental on or adjacent to the front door sign:
 - a. The name of the local point of contact and an email address, and telephone number at which the local point of contact may be reached on a 24-hour, seven-day-a-week basis. The notice must be updated within seven days of any change of the local point of contact and/or the person's telephone number.
 - b. The name and address of the nearest hospital.
 - c. The maximum number of overnight occupants (maximum occupancy rate) permitted in the short-term rental and a statement notifying the occupants that failure to conform to the occupancy requirements of the short-term rental is a violation of this section.
 - d. The maximum number of vehicles allowed to be parked on the property and a statement notifying the occupants that exceeding the maximum number of vehicles allowed on-site is a violation of this section.
 - e. The City's noise ordinance regulations and a statement notifying the occupant(s) that any failure to comply with the City's noise ordinance is a violation of this section.
 - f. State and City emergency management website information.
 - g. Other relevant community restrictions, if applicable.
 - (7) All property-specific digital, outdoor, or print advertising for any short-term rental, including electronic or digital advertising on short-term rental websites, shall include the short-term rental business license number, issued by the City for the short-term rental. It is a violation of this section to advertise a short-term rental using an expired short-term rental business license number or a license number that was not assigned to the short-term rental by the City.
 - (8) Short-term rentals, and the operation thereof, are subject to hotel-motel taxes and are liable for payments thereof as established by state law and the City of Darien Code of Ordinances. The short-term rental business license holder shall timely remit all

application hotel-motel taxes owed in connection with the operation of short-term rentals as outlined in this section.

- (9) The short-term rental business license holder shall maintain records of all short-term rental booking dates, rental income, and taxes collected and remitted to the City of Darien for three years and shall provide such records to the City upon request.
- (10) The short-term rental business license holder shall abide by any local, state, or federal rules during a declared disaster event, including, but not limited to, evacuation and reentry orders, and shall provide guests with the state and city emergency management websites and emergency contact phone numbers.

City of Darien

Contact Information Page



City Manager's Office (City Hall Annex)

702 North Way
Darien, Georgia 31305
912.437.6686

Water Clerk's Desk (City Hall Annex)

702 North Way
Darien, Georgia 31305
912.437.6686 *EXT. 2231*

Building Inspector's Office (City Hall)

106 Washington Street
Darien, Georgia 31305
912.437.6644

Public Works Division

1200 Water Tower Road
Darien, Georgia 31305
912.437.6469

After Hours Email

info@cityofdarienga.com

City Website

See the City of Darien Code of Ordinances in its entirety by accessing the City of Darien website:

www.cityofdarienga.com > Government tab > Ordinances.

Exhibit A

1. Sec 20-202

Add: Accessory Dwelling Unit (ADU) means detached, separate dwelling structure located on a lot with one main dwelling structure intended for housing a guest or servants and may be rented or leased but not sold, separate from the main dwelling. Rental must be for a period exceeding 60 days (Long Term). No ADU or Guesthouse may be used as a short term rental (STR). ADUs are limited to residential zoned areas R-1, RMH, and R-A only. Lot size for the main residence and ADU must be 8,000 sq/ft. No more than one ADU is permitted per lot regardless of lot size. The ADU may not exceed 600 sq/ft in size. The ADU may not have a water meter separate from the main residence. ADUs may be used for short term or long term rentals. Short term rentals require a city business license.

Change: Guest house means a detached, separate dwelling structure located on a lot with one main dwelling structure intended for the housing of guests or servants. It may be rented or leased but not sold separate from the main dwelling. The guest house contains sanitation facilities but is without cooking or housekeeping facilities. Guest houses are limited to residential zones areas R-1, RMH, and RA only. Lot size of the main residence and guest house must be 6,000 square feet. No more than one Guest house is permitted per lot regardless of lot size. The guest house may not exceed 400 sq/ft in size. The guest house may not have a water meter separate from the main residence. Guest houses may be used for short term rentals or for long-term rentals (60 or more days). Short term rentals require a city business license.

2. Sec 18-84. (d)(3)

As Reads: A short-term rental business license shall only be issued to a person with an ownership interest in the short-term rental or to a managing agency or agent that manages the short-term rental.

Change to: A short-term rental business license shall only be issued to a person with an ownership interest in the short-term rental. Property managers may not apply to license a property they do not own.

3. Sec 18-84. (c)(17)

As Reads: Short-term rental means an accommodation for transient occupants or guests where, in exchange for compensation of any type or

amount, a residential rental unit is provided for lodging for a period of time not to exceed 30 consecutive days.

Change to: Short-term rental means an accommodation for transient occupants or guests where, in exchange for compensation of any type or amount, a residential rental unit is provided for lodging for a period of time not to exceed 60 consecutive days.

4. Add the following section:

18-84 (g)(11): No more than fifteen percent (15%) of the residences in either City Ward may be Short Term Rentals. Once the 15% cap is reached in each Ward applicants for STR licenses will be attached to a waiting list. No subdivision or PUD may have more than 15% STR licenses.

5. Sec 18-84 (h)(1)e.

As Reads: State whether the applicant is the property owner or a managing agency or agent operating the short-term rental on behalf of the property owner

Change to: State that the applicant is the property owner.

6. Sec 18-84 (h)(2)

As Reads: If the applicant is a managing agency or agent, the managing agency or agent must submit documentation evidencing that it is authorized to submit the application and otherwise manage and act on behalf of the property owner in relation to the operation and use of the short-term rental.

Change to: Remove

7. Sec 18-84 (h)(1) Add the following sections to application:

- p. Provide EIN.
- q. Provide proof of registration with Georgia Tax Center.
- r. Provide proof of Short-Term Rental Insurance.

- s. Provide proof of annual pest control.
- t. If providing any type of food service, provide proof of Health Department Inspection.
- u. Provide personal property tax form annually.

8. Sec 18-84 (h) Add:

(7) Upon issuance of any Short-Term Rental license the City will send a copy of said license to the McIntosh County Tax Assessor.