

**GARDEN CITY APPLICATION FOR
SHORT-TERM RENTALS and BED AND BREAKFAST ESTABLISHMENTS**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Property Address: _____

Application for (please check one): ☐ **Short-Term Rental** ☐ **Bed and Breakfast**

Please complete this Application when requesting a new or Short-Term Rental (STR) or Bed and Breakfast Establishment (B & B) Certificate and the mandatory Occupational Tax Certificate. Applicants are required to obtain Zoning/Permitted Use Verification from the Planning and Economic Development Department before submitting their application.

☐ **FOR NEW CERTIFICATES:**

- ☐ Application: Complete pages 1-7 & 12-13.
- ☐ Certificate of Incorporation if the business is a Corporation or LLC.
- ☐ Approved copy of the Zoning/Permitted Use Verification. (\$75.00 fee)
- ☐ Copy of the Written Exemplar Agreement that will be used between Property Owner, Agent/Manager & Guest (Sample form, page 8 can be used). When a customized Written Exemplar Agreement is used, it must be consistent with the criteria outlined in Garden City Code Section 22-609.
- ☐ Proof of Property Ownership (New property owners must submit a copy of the HUD/Settlement Statement when the Warranty Deed to the premises is not available at the time of submission).
- ☐ Proof of Insurance indicating the property is used as a STR or B & B.
- ☐ Adjacent Neighbors Notification Requirement (Instructions Attached on page 9).
- ☐ Notice to be posted within each property or adjacent to the front door (see sample notice on page 10).
- ☐ If applicable, a copy of the adopted condominium declaration.
- ☐ Non-refundable initial annual fee of \$400.00.

☐ **TO RENEW AN EXISTING CERTIFICATE.** It is the property owner's responsibility to renew it on time. Certificates ***automatically expire*** after one year of issuance. Please submit the following items 30 days prior to expiration to prevent cancellation of status:

- ☐ Application: pages 1-5; page #'s can be found at the bottom of each page.
- ☐ Please Provide: Prior Year's Certificate # _____
- ☐ Proof of Insurance indicating the property is used as a STR or B & B.
- ☐ Non-refundable renewal annual fee of \$250.00.
- ☐ Adjacent neighbors must receive updated notification (Instructions Attached).
- ☐ Sworn Code Compliance Verification Form, pages 6-7. **Required only when property improvements were made after the previous application was submitted.**

Submit completed applications to occtax@gardencity-ga.gov or
the Finance Department at 100 Central Avenue, Garden City, GA 31405.

Certificates will be issued via email.

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.

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Owner Phone: _____ Email: _____

Owner Alternate Phone _____ Email: _____

BUSINESS INFORMATION

Name of Business: _____

D/B/A (if applicable): _____

Ownership Type (please check one): ☐ Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership

Federal Tax ID Number (EIN): _____ Go to www.irs.gov (Internal Revenue Service) or call 1(800) 829-4933 to apply for your EIN.

Estimated gross receipts for the year \$ _____.
(estimated from the business open date until December 31st of this year).

Information provided by a business or practitioner to the City of Garden City for the purpose of determining the applicability and amount of the Occupation Tax or levying or collecting the Occupation Tax is confidential. Such information may be provided only to the governing authority of another local government for Occupation Tax purposes or pursuant to a court order for the purpose of collecting Occupation Tax prosecution for failure or refusal to pay Occupation Tax. Georgia Open Records Act prohibits public viewing of gross receipts, but the public may view other information on this application.

AGENT/MANAGER INFORMATION

Must be completed even when the property owner will function as their own Agent/Manager.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

24-Hour Contact Phone: _____ Email: _____

PROPERTY INFORMATION

The property is: ☐ Owner Occupied ☐ Non-Owner Occupied

Property Identification Number: _____

Number of Bedrooms: _____ Maximum number of overnight occupants : _____

Square Footage: _____ 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 check all applicable statements:

- ☐ Under New Construction.
- ☐ You are making changes to the dwelling, i.e., add or remove walls, doors, windows, stairs.
- ☐ You are adding or changing heating, ventilation, air conditioners, or refrigeration.
- ☐ You are adding or changing plumbing, i.e., sinks, toilets, showers, bathtubs.
- ☐ You are adding or changing electrical, i.e., new lights, switches, outlets.
- ☐ The property is serviced by a public sewer
- ☐ The property is serviced by a septic tank.
 - A septic tank permit from the Chatham County Health Department should be included.

[SPACE INTENTIONALLY LEFT BLANK]

PROPERTY OWNER ACKNOWLEDGMENT & SIGNATURE PAGE TO FOLLOW

**PROPERTY OWNER AND AGENT/MANAGER ACKNOWLEDGEMENT
FOR SHORT-TERM RENTALS and BED AND BREAKFAST ESTABLISHMENTS**

I, _____, and
(Property Owner)

I, _____,
(Agent/Manager)

- ☐ Acknowledge Garden City Code Section entitled Short-Term Rentals and Bed and Breakfast Establishments, have reviewed it, understand its requirements, and will comply with the regulations contained within this Section;
- ☐ Agree to use my best efforts to ensure the use of the premises by 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 Department of Planning and Economic Development 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 Garden City 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 Garden City to verify the information provided in the application.

Signature of Property Owner

Date

Print Name

Signature of Agent/Manager

Date

Print Name

AGENT/MANAGER WRITTEN CERTIFICATION

Address of Property: _____

Name of Property Owner: _____

Agent/Manager Name: _____

Agent/Manager Address: _____

City: _____ State: _____ Zip Code: _____

24-hour phone: _____ Email: _____

I, _____ (Agent/Manager) representing _____

(Property Owner) am charged with the following duties and responsibilities for maintaining good Agent/Manager relations between guests residing in the above-named property and the City of Garden City. As the Agent/Manager of the establishment, I will:

1. Be reasonably available to handle any problems arising from the use of the establishment;
2. Reside or arrive on the premises of any STR/B&B within one hour 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 have created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the Garden City Code of Ordinances or other applicable laws pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to appear in a timely manner to two or more complaints regarding violations may be grounds for penalties. 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 bed and breakfast establishment for compliance with Chapter 22, Article XV, of the Garden City Code, entitled Short-Term Rentals and Bed and Breakfast Establishments.

I verify that I am a natural person and am over the age of 18 years old. I also acknowledge Chapter 22, Article XV, of the Garden 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 and Economic Development approval 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 Agent/Manager

Date

Agent/Manager changes temporarily or permanently, the property owner must notify the Finance Department in writing of the new person. Only one Agent/Manager may be in place at any given time.

SHORT-TERM RENTALS and BED AND BREAKFAST ESTABLISHMENTS CODE COMPLIANCE VERIFICATION FORM

Garden City has developed this form for the use of a residence as a short-term rental or bed and breakfast establishment, which is considered a lodging establishment. The following constitutes minimum safety guidelines 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, or 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.
- Windows under decks should fully open and have a minimum 36-inch high direct path to a public street, public alley, yard, or court.
- Bedrooms shall have a ceiling height of not less than eight feet, except as otherwise provided in the Garden City Code.
- If any room has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half of the area thereof.

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 minimum safety guidelines 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.

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 bed and breakfast establishment located at _____ in Garden City, Georgia, complies with the foregoing minimum safety guidelines as well as all applicable zoning, building, health, and safety provisions in the Garden City Code.

Property Owner's Signature

Date

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

Notary Public

SHORT-TERM RENTALS and BED AND BREAKFAST ESTABLISHMENTS IN GARDEN CITY

Enclosed is information regarding the bed and breakfast establishments within Garden City, together with neighborhood policies and local laws and regulations pertaining to their use. Please keep in mind that violations of any of these rules can lead to fines or even eviction without a refund.

Please be mindful of the Garden City Noise Ordinance.

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.

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

Public intoxication is unlawful and may result in heavy fines and/or incarceration.

The City has litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles.

Household trash and recycling must be placed in Garden City 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 Garden City: 9-1-1 is the phone number for emergency services in the city.

If you happen to be locked out of your property, please contact your Agent/Manager. Neighbors and surrounding businesses do not have a spare key to your property.

Occupant/Guest

Date

INSTRUCTIONS

The “Adjacent Neighbor(s) Notification,” herein referred to as the “notification” requirement, as outlined in the Short-Term Rentals (STR) and Bed and Breakfast Establishments (B & B) Ordinance, Sec. 22-606(3), requires the applicant or the Agent/Manager, to notify adjacent neighbor(s), to the left and/or to the right, that an application has been submitted to the City requesting operation of proposed STR/B & B. Copies of the documentation showing that notification was made are required at the time of submission of an application **and** prior to the issuance of a certificate.

Notification must include the information outlined below, must be provided in writing, and must be 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 the establishment 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 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 establishment;
- (2) Location of any on-site parking for the occupants of the bed and breakfast establishment;
- (3) Provide maximum occupancy pursuant to the provisions of Garden City Code Section 22-608(b);
- (4) Copy of the short-term exemplar agreement;
- (5) Name of the property owner; and,
- (6) Name of Agent/Manager and contact information. When the property owner is the Agent/Manager, the property owner(s) contact information must be provided.

**SHORT-TERM RENTALS and BED AND BREAKFAST ESTABLISHMENTS
IN GARDEN CITY**

(To be conspicuously posted on or adjacent to the front door in every property)

The following is information regarding short-term rentals or bed and breakfast establishments within Garden City, together with neighborhood policies and local laws and regulations pertaining to their use. Please keep in mind that violations of any of these rules can lead to fines or even eviction without a refund.

Please be mindful of the Garden City Noise Ordinance. Occupants may be cited and fined for creating a disturbance.

The name of the Agent/Manager or owner, and the telephone number at which that party may be reached on a 24-hour basis as follows:

Name

Telephone No.

The maximum number of overnight occupants permitted to stay in this property is _____.

The maximum number of vehicles allowed to be parked on this property is _____. A sketch of the location of the on-site parking spaces is attached hereto as Exhibit A.

The maximum number of daytime visitors allowed at this property in addition to the overnight occupants, is _____.

The trash pick-up day for this property is _____.

Trash and recyclables shall not be left or stored on the exterior of the property unless they are placed in a curbside container. Curbside containers shall not be placed for pick up sooner than 24 hours prior to the pick-up day and must be removed no later than 24 hours after pick-up.

Garden City has leash laws, and leashes are required for any pet taken off the property. Pet waste must be cleaned up immediately.

Public intoxication is unlawful and may result in heavy fines and/or incarceration.

The City has litter laws. Please make sure that all litter, trash, and cigarette butts are placed in waste receptacles.

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

911 is the phone number for emergency services in the City.

If you happen to be locked out of the property, please contact the above contact person. Neighbors and surrounding businesses do not have a spare key to your property.

Any failure to conform to the above rules and regulations constitutes a violation of Chapter 22, Article XV, of the Garden City Code entitled Short Term Rentals and Bed and Breakfast Establishments.