Special use permit application Short Term Rental

Application, Instructions, and Information

Troup County
Community Development

PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A PERMIT OR LICENSE WILL BE ISSUED.

First, check to see if the subject property (the property for which the Special Use is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a party to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer should be contacted to assist with the filing. If the requested Non-Conforming Use and/or Structure violates your property covenants, you might become the focus of a civil action. A Special Use approval is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, land lord, or property manager.

For information about obtaining a copy of your subdivision covenants, please contact your Home Owners' Association or the Deeds & Record's Office of the Clerk of Superior Court located at the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.

Short Term Rental Special Use Application Checklist

Before getting started on your STR journey, please review the questionnaire below:

Are you the sole owner of the property in question?
Is the dwelling/structure a legally permitted detached single-family dwelling unit?
Have you held ownership of the property for a minimum of three (3) years?
Does the property owner reside on-site for the entirety of 365 days per year?
Is the property designated as non-owner occupied, (this includes seasonal or periodic use by the propert owner)?
If the property is non-owner occupied, is your primary residence located within Troup County?
If owner is not living within Troup County, do you have a local representative?
Is this application for the primary dwelling on the specified parcel? Please note that only one dwelling within the property can be utilized as a short-term rental unit, and accessory dwellings are prohibited from residential rental or short term rental use.
Do you have a comprehensive rental policy in place for prospective renters that is in accordance with Section 5.26 of the Troup County Zoning Ordinances? You must provide proof of the policy with the application submittal.
Do you possess valid proof of short-term rental homeowner's insurance? Please supply a copy of the insurance documentation.
Have you read and understood Troup County's ordinance governing Short-Term Rentals?

***** If your business is a corporation, INC, LLC, or Partnership, verification will be made that it is compliant with the Georgia Secretary of State's office.

Troup County, Georgia, Special Use Application

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

The Troup County Zoning Ordinance is the result of many months of planning and public meetings where residents and professionals expressed opinions, desires and beliefs to propose policies. Taking all of these into consideration, the Board of Commissioners ultimately approved the standards outlined by the Zoning Ordinance, and the zoning districts expressed on the Zoning Map. As a result, some land (and structure) uses are permitted 'by right' in the various zoning districts. Others may require approval as a Special Use Permit.

Uses are either permitted 'by right' in the zoning district, not permitted, or permitted with a Special Use approval. The Permitted Uses Tables are too lengthy to be duplicated here, but may be found in the Troup County Zoning Ordinance.

Special Use Permit Application

Special Use Permits are heard first by the Board of Zoning Appeals and Planning Commission (BOZAPC) which recommends approval or denial to the Board of Commissioners (BOC). The BOC will consider the following standards:

- The available existing street system is adequate to efficiently and safely accommodate the traffic that will be generated by the proposed use or development.
- The existing public utilities, facilities and services are adequate to accommodate the proposed use or development.
- The use or development will not generate or cause conditions such as noise, light, glare, or odor or similar objectionable features which would reduce the value, use or enjoyment of surrounding properties.
- The use would not have a detrimental environmental impact on the surrounding area.
- The use would not adversely affect the health, safety, and general welfare of the community.

Uses identified under Article V, Supplemental Regulations may carry additional items of review.

If at any time after approval the Zoning Administrator finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of a special use permit, the permit shall be terminated and the use discontinued until in compliance with the conditions. Each application shall contain a Site Plan of the proposed location to scale, showing the following:

- The general location of all existing structures and property lines;
- Present zoning of adjacent property; the existing use of adjacent property;
- Location of proposed buildings and land use; a legal description of the property; setbacks;
- Parking spaces, if applicable.

Instructions

- Please read the full application packet carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for Special Use Permit for a Short Term Rental requests.
- Uses requiring a Special Use Permit by zoning district are found in the Permitted Uses tables in the Troup County Zoning Ordinance. The Application fees do cover advertising and processing costs, but do not include subsequent applications and/or permits and associated fees that may be necessary. Application Fees are not refundable after advertisements are placed.

Applicant Information

• Applicant – this is the person completing the application. The applicant should be the property owner, but not necessarily the proposed resident. A property buyer may apply if an active Purchase Agreement is submitted with the application. Provide the current home address and phone number as well as current mailing address if different.

Subject Property Information

- Assessor parcel number (APN) available from your deed, property tax bill, or the Property Appraisal Office located at the Government Services Center, or online at the Troup County website (http://www.troupcountyga.org).
- Street Address and Zip Code the physical site address for which the Special Use Permit is requested.
- Acres the lot size of the subject property. The Property Record Card (PRC) is considered the official record.
- Conservation Use If your property is in a conservation covenant, consider conferring with the Property Appraisal Office before submitting your application.
- Zoning District the zone according to the Troup County Official Zoning Map at the time of the application.
- Present use list all present uses, include its residential use and any other previously approved special uses.
- Subdivision Please provide the name of the subdivision, if applicable.

- Zoning/Use of Adjacent Properties The current zoning district and present use of all adjacent properties.
- Property Owners Name and Address provide information for the property owner. The PRC is the official record to
 determine the owner of record. If the PRC does not yet reflect current ownership, you may provide additional documentation
 such as a valid Purchase Agreement, or copy of a recorded deed.
- Authorized Signature The property owner must sign the application for the Special Use Permit. If the applicant is the purchaser, please provide a copy of the active Purchase Agreement. The Purchase Agreement must remain enforce through the final hearing dates. Properties held in Trust must be signed by the Trust Manager or other legally authorized representative. A legal Power of Attorney is also acceptable.

Additional Information

- Lot or parcel sketch provide a Site Plan to scale of the lot or parcel of the proposed location. Indicate the length in feet of each property line. Attach a survey if one is available.
- Additional Owners / Applicants, Subject Property and Request Information, use the block space provide additional
 information that might not fit in the provided spaces.
- A copy of an exemplar agreement between the owner and occupant(s) which obligate the occupant to abide by all of the
 requirements of this Section, and other county ordinances, state and federal law, and that such a violation of any of these
 rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential
 liability for payment of fines levied.
- Proof of applicant's ownership of the short term rental unit for three years prior to application date;
- Proof of homeowner's insurance;
- Provide the maximum number of vehicles that may be parked at the unit, and
- · Additional information as may be requested by the Director to determine impact and mitigation measures.



Special Use Permit Application Short Term Rental

Community Development 100 Ridley Ave, Suite 1300 LaGrange, GA 30240



Phone: (706) 883-1650 Fax: (706) 883-1653

Case	#	Fee Paid \$		Applicati	on Date	Receipt #/By	
SU STR -		\$500.00				#	/
DISCLAIMER: Please read a	Il instructions carefully.		l must be co			ds maintained by	the
Incomplete applications wil		•	•	estion is not ap	plicable. Fees are n	on-refundable.	
		APPLICANT INFO	ORMATION				
Applicant's Name	Mai	ling Address		Cit	y/State	Zip	
Phone 1		Phone 2			Email		
	SURIEC	T PROPERTY INFORMA	ATION				
Assessor Parcel Number		et name if no address		City	/Zip	# Acres or S	SOFT
Assessor Farcer Number	Street Address (stre	tet flame il flo address)	City	/ Σιρ	# Acres of S	JULI
Conservation Land?	Zoning			Present Use		Subdivisi	on
□ Yes □ No							
		Zoning/Use of Adja	cent Proper	ties			
NORTH	Sc	OUTH		EAST		WEST	
				27.07		11201	
OWNED / PURCHASING	IF PURCHASED NOT CL	OSED AT TIME OF API	PLICATION, I	PROVIDE PURC	HASE AGREEMENT	OR OWNER MUS	ĵΤ
The name, address, telepho owner is not a natural personation.	on, the application shall	identify all partners,					
Property Owners' Name	Mai	ling Address		City/State	/Zip	Phone	
1.							
2.							
3.							
The name, address, telepho any problems arising from u Community Development D of any notice of violation re provisions of the Troup Cou	use of the short term rei Director , or their design Plated to the use or occu	ntal unit; appear on the ee, of issues related to pancy of the premises	ne premises o the use or s; and monit	within 24 hour occupancy of t or the short te	s following notificat he premises; receive rm rental unit for co	ion from the e and accept ser	vice
Rental Agent's Name	Mai	ling Address		Cit	y/State	Zip	
Phone 1	Phone 2		Email				
THORE I				2.11011			
Maximum occupancy for the residence, which shall be the same number as ac and marketed to potential renters by or on behalf of the owner: The owner's sworn acknowledgment that he or she has received a copy of the			short term re	may be parked at the unit: term rental ordinance, has reviewed it, and			
fully comprehend the reg <u>Signature</u>	ulatory requirements	set forth by the cou	nty and sta	te for operati	ng a short-term re	ental:	

disrupt the neighborhood, and will not interfere with properties: Signature	the rights of neighboring	g property owners to the quiet enjoyment of their
	ants. Subject Proper	ty and Request Information
Additi	ional Required Docu	ments
Must include a site plan and floor plan identifying the bathrooms to be used for short-term rental use. Ad shall be accurately depicted and labeled on the site	ditionally, all points of in plan. <mark>Initial:</mark>	ngress and egress, including doors and windows,
A list of the names and addresses of the property of foot distance from the lot on which the short-term		
A copy of an agreement between the owner and occ this Section, and other county ordinances, state and the immediate termination of the agreement and elevied. Initial:	d federal law, and that su	
Proof of Homeowner's Insurance: Yes No	Carriers Name:	
Applicant's Signature:		Date:
	Office Use Only	
	Review Comments	
Conditions & Restrictions to Approved	d Non-Conforming Us	se and Structure Request
motel tax shall be paid to the county cle	d county taxes. Any tax rk and any failure to re les included in <u>Chapter</u>	xes owed to the county as a result of any hotel mit the same or to register pursuant to this 1, Section 1-19 of the Troup County Code.

The owner's agreement to use his or her best efforts to assure that use of the premises by short term rental occupants will not

Any proposed deviations from the approved site plan must be submitted and approved by the zoning

Exterior lighting shall be designed to prevent spillover onto adjacent property.

No parking within the public right-of-way.

administrator.

- Unless lower occupational limits are required by the Fire Marshal after inspection of the dwelling unit, the
 number of overnight occupants shall not exceed two persons per bedroom plus two additional persons per
 residence. For purposes of this Section, "bedroom" shall mean a room of no less than 70 square feet, with a
 door from at least one common point in the residence such as a hallway or living room that can be closed, a
 closet, and a window. The maximum daytime occupancy (between the hours of 8:00 a.m. and 10:00 p.m.) of
 any property to be used as a short-term rental shall be maximum occupancy plus four.
- The owner of a short-term rental shall designate a short-term rental agent on its application for a special use permit for short term rental. A short-term rental owner may also serve as the short-term rental agent.

p 0 0 0 0 0 0 0					,			
STVR Occupancy Load:					No of Vehicles allowed:			
Proof of Home Owners' Insurance:				Proof of Ownership:				
Copy of an exemplar agreement between the owner and			Site Plan:					
occupant(s):								
Application	Correct Use Requested? ☐ Yes ☐ No				Taken/Reviewed by			Date
	Drawing provided?	□ Yes □			,			
Administrative	Requires new Permitted Use Category? Yes □ No □		Desi	cribe new use neede	d:			
	Zoning Administrato	ning Administrator:						
BOZAPC	Date:	Decision: Approve			□ Deny:	Vote of:		
BOC	Date:	Decision: Approve			☐ Deny:	Vote of:		
	Name		Signature			Date		
CHAIRMAN								
Conditions								

(15) Short Term Rentals.

(a) Purpose

- 1. This section is established to facilitate a streamlined permitting process, appropriate regulations and standards for the short-term rental of single-family dwellings as a special use. This is aimed at offering visitors an alternative to existing county accommodations such as hotels, motels, and bed and breakfast establishments. Additionally, it seeks to ensure the proper collection and remittance of hotel, motel, and other accommodation taxes. The chapter is designed to mitigate any adverse secondary effects that short-term rental usage may impose on the nearby residential and agricultural communities. It also aims to preserve the distinctive character of the neighborhoods in which such usage takes place. This ordinance is furthermore intended to proactively restrict transient occupancy uses in residential and agricultural districts that could pose a threat to public welfare and strain community infrastructure resources.
- 2. This section is not intended to regulate hotels and bed and breakfast inns that do not qualify as short-term rentals.

(b) Permitting

Short-term rentals of dwellings within any zoning district are strictly prohibited without a valid permit. It shall be a violation of this Section for any person to conduct STR operations without a permit and a violation for any person to assist, permit, or promote unpermitted STR operations.

(c) Location

Short term rentals (STR) may be permitted in zoning districts as outlined in Appendix A, Troup County Zoning Ordinance, Article VII.

(d) Standards and Restrictions General

- A special use application for a short term rental may only be obtained by the owner of the subject property. The permit must be issued in the name of the property owner, who must be the owner of the real property where the short-term rental is requested. Only one special use permit for short term rentals is permitted per individual, regardless of ownership through direct title or ownership through an LLC, partnership, similar organization or entity. Permits are nontransferable, do not run with the land, and are strictly tied to the individual applicant.
- 2. The total number of STR permits issued annually shall not exceed 12 per calendar year.
- 3. Local Residency Preference Policy. The review and issuance of new short-term rental permits shall accord priority to individuals currently residing within Troup County over non-county resident applicants. Applications from primary residents within Troup County shall be given precedence in the review process.
- 4. If short-term rental permits are unavailable due to annual limitations, the Community Development Department will maintain a waiting list based on the order of applications received. When a permit becomes available, applications will be processed in the order they appear on the waiting list, with preference given to local applicants as per policy. The waitlist for a calendar year terminates on December 31st of the year of initial application. Subsequently, applicants must submit a new application for the ensuing year, effective January 1st annually.
- 5. Written advertisement in any form for the STR of property for any period of time during which the owner has no current permit issued pursuant to this Section shall be a violation of this Section. No Special Use Application shall be accepted if the applicant, at the time of application, is renting property in violation of the Troup County Code of Ordinances or has had three final convictions in a court of competent jurisdiction for violating any provision of the Troup County Code of Ordinances relating to the ownership, use, rental, operation, unlawful conduct upon, construction or maintenance of STR property.
- 6. Short-term rental uses shall be limited to detached single-family dwellings.
- 7. The owner-applicant shall pay any and all applicable state and county taxes. Any taxes owed to the county as a result of any hotel motel tax or occupation tax shall be paid to the county clerk and any failure to remit the same when due or pay any interest or penalty due thereon, shall also be a violation of this Section.
- 8. Applicants must demonstrate property ownership for at least three years prior to application.

9. STR Classification

- i. Owner-Occupied Short-Term Rentals (STRs). Owner-occupied Short-Term Rentals necessitate a full-time residency, requiring the property owner to permanently reside on-site for a minimum of 365 days annually. These rentals permit occupancy for up to 175 days each year, mandating the continuous presence of the owner during any rental periods of the property.
- ii. Non-Owner Occupied Short-Term Rentals (STRs). Non-owner occupied Short-Term Rentals refer to properties not primarily occupied by the owner and may be inhabited seasonally or periodically by individuals not permanently residing on-site. Occupancy

for these rentals is limited to 92 days per year, adhering to the parameters defined for short-term rentals. Only one dwelling within the property can be utilized as a short-term rental at any given time.

10. Property Standards

- i. Local Representative. Each STR location shall designate at least one local representative who shall be the agent of the owner-applicant authorized to receive on behalf of the owner-applicant all notices and correspondence from the Community Development Department. The local representative(s) shall be available twenty-four (24) hours a day to accept telephone calls and be able to respond physically to the short-term rental within thirty (30) minutes.
- ii. The owner-applicant shall keep on file with the county the name, telephone number, cell phone number, and e-mail address of a local representative who shall be responsible for responding to questions or concerns regarding the operation of the short-term rental. This information shall be posted in a conspicuous location within the short-term rental dwelling. All neighbors with adjoining property boundaries shall be provided with the current local representative contact information by the owner. If the representative changes, it is the responsibility of the owner to provide the updated information to the county and adjoining neighbors.
- iii. The owner-applicant shall maintain books and written records of all STR activities, including but not limited to written records of all complaints received by the owner-applicant or local representative relating to the STR use, for a period of three (3) years and make the same available through their local representative for inspection and review by the Community Development Department at a location within Troup County or provide a copy of the same within ten (10) business days of written request, which may be sent by email to the local representative and shall be deemed received when sent. Failure to keep, provide or allow inspection and review of records shall be a violation of this Section (15) and the owner-applicant's permit shall be suspended until such records are made available for inspection or provided to the Community Development Department.
- iv. The owner-applicant shall post rental policies within each guest bedroom. The house policies shall be included in the rental agreement, which must be signed by the renter and shall be enforced by the owner-applicant or the owner-applicant's designated local representative. The local representative shall provide the Community Development Department with an electronic copy of any rental agreement by e-mail upon request. The house policies at a minimum shall include the following provisions:
 - Quiet hours shall be maintained from dusk to dawn during which noise within or outside the short-term rental dwelling shall not disturb anyone on a neighboring property.
 - b. Amplified sound that is audible beyond the property boundaries of the short-term rental dwelling is prohibited.
 - c. Must designate the appropriate parking for guests, approved by Troup County Roads and Engineering Department.
 - d. Must designate the terms for garbage pickup.
 - e. Parties or group gatherings which exceed the maximum number of allowed guests and/or which have the potential to cause traffic, parking, noise or

other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.

- v. The owner-applicant shall ensure that the occupants and/or guests of the short-term rental use do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any state law pertaining to noise, disorderly conduct, the consumption of alcohol, or the use of illegal drugs or be subject to fines and penalties levied by the county, which may include the revocation of the short-term rental permit.
- vi. The owner-applicant, upon notification that occupants and/or guests of his or her short-term rental use have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of this code or state law pertaining to noise, disorderly conduct, the consumption of alcohol or the use of illegal drugs, shall prevent a recurrence of such conduct by those occupants or guests or be subject to fines and penalties levied by the county, which may include the revocation of the short-term rental permit.

(e) Site Regulations

- Short-term rental dwellings shall meet all applicable building, health, fire and related safety
 codes at all times. For the purpose of the STR use application review, the Community
 Development Director or the Board may require fire marshal and building inspections prior to
 the application of a business license to ensure the safety of public welfare in regard to the
 special use application.
- 2. Unless lower occupational limits are required by the Fire Marshal after inspection of the dwelling unit, the maximum number of bedrooms used for short-term rental use in the short-term rental dwelling shall be no greater than four. The total number of guests staying in the short-term rental dwelling at any one time shall be no greater than two times the number of bedrooms plus two persons, up to a maximum of ten (10) persons.
- 3. One (1) full bathroom must be provided on each full floor.
- 4. One (1) bathroom is required for every 2 bedrooms rented out. For purposes of this Section, "bedroom" shall mean a room of no less than 70 square feet, with a door from at least one common point in the residence such as a hallway or living room that can be closed, a closet, and a window.
- 5. The distance requirement for short-term rental units is 2,640 feet (half mile), measured radially, from existing short-term rental units. This measurement is taken from all boundaries of the subject property, encompassing all property lines. No parking of vehicles (road or off-road), trailers, boats, or other towed equipment is permitted within the public right-of-way.
- 6. A minimum of one parking space must be dedicated to STR use and all parking must adhere to zoning regulations and any conditions of the Roads and Engineering Department.
- 7. Exterior lighting shall be designed to prevent spillover onto adjacent property.
- 10. Any proposed deviations from the approved site plan must be submitted and approved by the Community Development Director.
- 11. The maximum daytime occupancy (between dusk and dawn) of any property to be used as a short-term rental/short-term vacation rental shall be maximum occupancy plus four.

12. Weddings, special events, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.

(f) Application Process

The Director is delegated the authority to prepare and maintain an application (Application) which shall specify and require the submission of such information and documentation as the Director deems necessary for the administration of this section in accordance with its purposes. An Application for a special use permit (See Article XVI. - Administration, Section 16.21-2) for a short term vacation rental as defined in Section 3.1 of Article III of the Troup County Zoning Ordinance must be fully completed and accepted by the Director and additional information may be requested by the Director to determine impact and mitigation measures prior to consideration.

(g) Permit Processing

- (1) The Application will be reviewed pursuant to the requirements of this section and other relative state and county regulations after considering the effects the proposed use would have on surrounding uses and the cumulative impacts within the community and the county at large.
 - In addition to the review requirements for the special use applications, the Application shall also be reviewed at a minimum and without limitation with respect to the following matters:
- a) The proposed short-term rental aligns with the comprehensive plan's objectives.
 - b) The proposed short-term rental is evaluated for the potential impact on available housing stock in Troup County.
 - c) The establishment of STR shall not harm significant historical, aesthetic, cultural, architectural, engineering features or environmental sensitive areas.
 - d) The establishment of STR shall not harm or place strain on existing county and state infrastructure.
 - e) The establishment of a short-term rental at the proposed location is compatible with and will not be detrimental to the character of the neighborhood and surrounding land uses.
 - f) The establishment of a short-term rental at the proposed site will provide an optimal visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the county and will help to ensure the collection and payment of hotel, motel taxes.
- (2) The Board of Commissioners may impose conditions on the granting of an application for a STR to mitigate the impacts of the proposed land use in addition to those required by this Section. Violations of additional conditions placed by the Board of Commissioners shall be a violation of this Section.
- (h) Violations, Enforcements, Penalties and Revocation
 - 1. Short-term rental use, and/or advertisement for use, of a residential property in violation of this Section is a threat to public health, safety or welfare and is thus declared to be unlawful and a public nuisance. Any such nuisance may be abated in the same manner as other public nuisances as provided in Chapter 35 of the Troup County Code. Any action for abatement shall be in addition to, and not in lieu of, enforcement by citation or accusation in a court of competent jurisdiction and upon conviction by any penalty or fine authorized by law.

2. Each day any violation continues shall be a separate offense. The fines and penalties upon conviction for a violation of this Section shall be as follows:

First Offense	Second Offense		Fourth and Subsequent Offense
\$250.00	\$500.00	\$750.00	\$1,000.00

- 3. Upon receipt of three (3) complaints arising from activities upon a permitted STR property that violate this Section within any two year period that are witnessed by law enforcement or code enforcement officers or substantiated by sworn affidavit or video/audio evidence, the occupational tax certificate and license to conduct STR business of the owner-applicant shall be automatically revoked subject to the same rights of appeal as set forth in Chapter 50 of the Troup County Code.
- 4. In addition to any other penalties set forth in the Troup County Code, the Magistrate Court may assess a civil penalty, not to exceed \$1,000.00 per day, after consideration of all relevant circumstances, including, but not limited to, prior notice and compliance history, the harm caused by the violation, the length of violation, any economic benefit gained from the violation, and any other factor as justice requires.
- 5. The conduct of STR by the permit holder during a period of suspension shall, in addition to, and not in lieu of, all other legal remedies, criminal or civil, result in revocation of STR permit.
- 6. The penalties set forth in this subsection (h) are in addition to, and not in lieu of, all other legal remedies, criminal or civil, which may be pursued by Troup County to address any violation or other public nuisance.