



SHORT TERM RENTAL APPLICATION OCONEE COUNTY

Property Information

Owner Name*: _____

Telephone: _____

Address: _____

Email: _____

(No P.O. Boxes)

Tax Parcel Number: _____

Current Zoning: _____

*Please note: only the property owner may apply for a short term rental license. The property owner must live on site and be present during all short term rental guest stays.

Applicant's Certification: I hereby certify that the information contained in and attached to this application is true and correct.

Signature: _____ Date: _____ Notarized: _____

Required Attachments:

- ☐ Floor plans drawn to scale of the habitable structures on the property that clearly designate all rooms to be used by Short Term Rental guests, and the specific room or rooms to be used by guests for sleeping;
- ☐ A site plan of the lot showing the location of the proposed residential Short Term Rental Unit is to be location
- ☐ Photograph(s) of the current principal view or views of the structure where the Short Term Rental unit is to be located
- ☐ Copy of warranty deed
- ☐ Property owner acknowledgment statement (read the attached code section and sign at the bottom of page 4)

For Oconee County Staff Use Only

APPLICATION NUMBER

Notes:

Date Received: _____

ACTION

☐ Approved ☐ Denied

Date: _____

Oconee County Unified Development Code Section 352

Sec. 352. Short Term Rentals

a. Location Allowed/Prohibited

Short Term Rentals are prohibited in all zoning districts, except where specifically allowed in Article 2 of this Development Code.

Nothing contained in this section shall be construed to prohibit motels, hotels, inns and other commercial lodging uses from being located in commercial zoning districts or where otherwise specifically allowed.

b. Tenancy

The maximum time period a Short Term Rental may be rented is 30 days. With the exception of AG-zoned properties, no Short Term Rental may be rented more than once during the same 30-day period.

c. Regulations Applicable to Short Term Rentals

In addition to the licensing requirements and other requirements set forth herein, the following regulations apply to Short Term Rentals:

- (1) Annual Inspection: The property must be inspected each year prior to the issuance of a license for a Short Term Rental;
- (2) Parking: Off street parking is required for every Short Term Rental. One (1) paved off-street parking space is required per room qualifying as a bedroom for Short Term Rentals. To qualify as a parking space, the minimum dimensional requirements must include a useable rectangular area of 9 feet wide by 19 feet long, exclusive of any other area counted as a parking space. The number of vehicles allowed during a Short Term Rental tenancy shall not exceed the number of parking spaces available on the property. For the purposes of this ordinance, any type of trailer, boat and/or recreational vehicle shall also be counted as one vehicle, separate from the vehicle used to transport the trailer, boat and/or recreational vehicle;
- (3) Trash: All trash must be disposed of properly. No trash may be disposed of on the property. If curbside trash pickup is available, a limit of 3 rolling trash cans not to exceed 65 gallons each may be utilized for property with a Short Term Rental. Use of commercial or roll-off dumpsters on a property with a Short Term Rental is prohibited;
- (4) Fire Extinguishers: At least one (1) 10 lb. ABC fire extinguisher must be located on each level of the structure and must be clearly visible or marked with appropriate signage. Fire extinguishers must be certified annually by a licensed fire extinguisher company;
- (5) Smoke Detectors: A smoke detector must be installed in each bedroom and on each level of the structure. All smoke detectors must be interconnected;
- (6) Short Term Rentals shall be operated by the owner of record of the subject property who shall also be a Resident of the subject property and who shall be residing overnight on the property while Short Term Rental guests are present. The name, address and telephone number(s) of the owner shall be submitted to the Oconee County Planning and Code Enforcement Department, the Oconee County Sheriff's Office, the Oconee County Fire Department, as well as the closest volunteer Fire Station, and to the property owners located within a 300 foot radius of the property. The name, address and telephone numbers shall be permanently posted in the rental unit in a prominent location(s). Any change in the owner's address or telephone number shall be promptly furnished to each of these agencies and neighboring property owners as specified in this Section. If the owner is unavailable or fails to respond, the complaining or questioning party may contact the Oconee County Sheriff's Office. In cases where the Oconee County Planning and Code Enforcement Department is unable to reach the owner, the penalties as set forth in this Section shall apply.
- (7) The property shall not contain signs advertising the Short Term Rental;
- (8) If meals are served by the resident owner, no meals other than breakfast may be served to the paying guest;
- (9) The resident owner of the subject property must keep a current guest register including names, addresses, telephone numbers and dates of occupancy of all guests;

- (10) The resident owner shall provide a rental packet containing applicable County rules and restrictions specified in the Short Term Rental License, as well as pertinent unit safety information and contact information to guests when they book the Short Term Rental Unit and shall prominently display the license, rules, safety and contact information inside the unit;

d. License Required

All Short Term Rentals require an annual Short Term Rental License which shall be issued at the same time as the Occupational Tax Certificate and shall be noted on such Certificate. Short Term Rental Licenses are good for one calendar year. An applicant must apply each year and pay the license fee set by the Board of Commissioners. The license fee may not be pro-rated. Short Term Rental Licenses shall not renew, and an applicant must re-apply each year to continue operating as a Short Term Rental. Short Term Rental Licenses are non-transferable, and such licenses automatically terminate upon a change of ownership of the property on which a Short Term Rental is located.

e. Standards for Granting a License

The following standards shall be used to determine whether an application for Short Term Rental will be granted or denied:

- (1) Applicant must prove ownership of the property;
- (2) Short Term Rentals must be allowed in the zoning district in which the property is located;
- (3) Applicant must show compliance with requirements contained in this Section through inspection of books and records;
- (4) Applicant must not have been convicted of a crime of moral turpitude within the 10 years prior to the application;
- (5) Applicant must not have been convicted of violating any provisions of this Section or this Development Code within 18 months of the application.

f. The Short Term Rental shall not be expanded beyond the specific rooms which are designated as part of the Short Term Rental plans relied upon by the Planning and Code Enforcement Department in approving the Short term Rental license.

g. Application procedure

New applications shall include all items required on the Short Term Rental License Application including the following:

- (1) The location and name of the owner of record;
- (2) An application fee;
- (3) Floor plans drawn to scale of the habitable structures on the property that clearly designate all rooms to be used by Short Term Rental guests, and the specific room or rooms to be used by guests for sleeping;
- (4) A site plan of the lot showing the location of the proposed residential Short Term Rental unit and the required off-street parking spaces and driveways;
- (5) A photograph or photographs of the current principal view or views of the structure where the residential Short Term Rental unit is to be located; and
- (6) A statement which the resident owner must sign acknowledging that he or she has reviewed and understands the requirements of this Section and the associated violations.

The use of property in violation of the provisions of this Section shall constitute a violation of this Development Code, and the penalties shall be in accordance with Article 14 of this Development Code. Additionally, any violation of this Section may result in the revocation of any Short Term Rental License issued hereunder.

If the property manager or local contact person is not able to be reached by the Planning and Code Enforcement Department more than three times in any consecutive six month period, this shall be grounds for revocation of the Short Term Rental License.

h. Taxes

Short term rental unit owners are subject to state sales tax, county taxes, including but not limited to the hotel/motel tax, and are liable for payment thereof as established by state law and this Development Code. Oconee County may seek to enforce payment of all applicable taxes to the extent provided by law, including injunctive relief.

Applicant's Certification: I acknowledge that I have reviewed and understand the requirements of Oconee County Unified Development Code Article 3 Section 352 and the associated violations.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____ Date: _____

Notarized: _____ Date: _____