SHORT TERM RENTAL LICENSE APPLICATION

FOR SHORT-TERM RENTALS 30-DAYS OR LESS

City of Snellville
Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone 770.985.3513 or 770.985.3514 www.snellville.org

DATE RECEIVED: _____

PERMIT/LICENSE # _____

rev 5-1-2025

Fees: $250 New Applicants or $100 Renewal

Property Owner of Record is: · Individual · Joint/Partnership · Limited Liability Company (LLC) · Corporation (INC)

_____
Name (Individual / Joint / Partnership)

_____
Company Name or Corporate Name

_____
Mailing Address

_____
City, State, Zip Code

_____
Phone Number E-Mail

Property Information

_____
Property Address Unit #

_____
Subdivision Name

_____
City, State, Zip Code

HOA/POA Covenant Community?: · Yes* · No*

* The allowance of short-term rentals pursuant to the Short-Term Rental Ordinance shall not prevent enforcement of additional restrictions that may be contained in restrictive covenants or other private contractual agreements or arrangements.

24-Hour Local Contact (Name): _____ Mobile Phone:_____

E-Mail: _____ Address (Street / City):_____ Miles from Rental Unit: _____

Dwelling is: · Single-family Unit · Duplex · Multi-family Unit And contains _____ Bedrooms as defined below, with each bedroom Measuring: Bedroom (1): _____ SF Bedroom (2): _____ SF Bedroom (3): _____ SF Bedroom (4): _____ SF · Check if more than 4 What is the Maximum Number of Overnight Occupants? _____ What is the Maximum Number of Onsite Paved Parking Spaces for Overnight Occupants? _____ The number of overnight occupants shall not exceed two (2) persons per bedroom plus two (2) additional persons per unit.

Definitions:

Bedroom – is a room that is designed to be, or meets the building code requirements to be used as a sleeping room and for no other purpose. Every bedroom shall have an emergency escape or rescue exit and the minimum ceiling height as follows: (a) Each bedroom shall have at least one operable window or door for emergency escape or rescue that opens directly to the exterior of the unit. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet. The minimum net clear openable height dimension shall be 24 inches. The minimum net clear openable width dimension shall be 20 inches. When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor; (b) Bedrooms shall have a ceiling height of not less than eight feet, except as provided in this section. If any room has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half of the area thereof.

Code Compliance Verification Form – means a document executed by a short-term rental owner certifying that the short-term rental unit complies with applicable zoning, building, health and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.

Local Contact Person – means an owner or local property manager authorized by the owner of the short-term rental to take remedial action and respond to any notice of violation of the Short-Term Rental Ordinance, who resides in the City of Snellville or no more than fifty (50) miles from the short-term rental.

Noise Regulations – means those regulations contained in the Code of Ordinances of the City of Snellville, Georgia, Part I, Chapter 26, Article V.

Owner – means a person(s) or entity that holds legal and/or equitable title to private real property.

Short-Term Rental – means one or more dwelling units, including either a single-family home, duplex or single multi-family residential unit rented not more than thirty (30) consecutive nights.

SHORT-TERM RENTAL LICENSE CONDITIONS & REQUIREMENTS

I/WE, THE UNDERSIGNED OWNER(S) OF REAL PROPERTY LOCATED IN THE CITY OF SNELLVILLE, GEORGIA, DO HEREBY STATE OUR INTENT TO RENT THE PREMISES TO INDIVIDUALS OR GROUPS FOR THE PURPOSE OF SHORT-TERM RENTAL NOT TO EXCEED THIRTY (30) CALENDAR NIGHTS AND UNDERSTAND THAT THE SHORT-TERM RENTAL LICENSE IS SUBJECT TO THE FOLLOWING CONDITIONS:

(a) STANDARD CONDITIONS

1. Applicant hereby acknowledges that a copy of the Short-Term Rental Ordinance, Ordinance No. 2019-15 and referred to as ("the Ordinance") or any amendments thereafter) has been provided to me and that I have read the ordinance in its entirety and agree to the terms set forth in the Ordinance.
2. No person shall allow occupancy or possession of the short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.
3. It shall be unlawful for any owner of any property within the City of Snellville, Georgia, to rent or operate a short-term rental or residential property contrary to the procedures and regulations established by the Ordinance, other provisions of the Code of Ordinances of the City of Snellville, Georgia, or any applicable state law.
4. An executed Code Compliance Verification Form acknowledging that all designated bedrooms meet all local building and safety code requirements is made part of this application.
5. Applicant hereby acknowledged his/her duty to collect a state sales/use tax and remit same in accordance with the rules and regulations of the Georgia Department of Revenue.
7. The owner shall, by written agreement with the occupants, limit the number of vehicles of overnight occupants to the number designated in the business license application; with the number of vehicles of overnight occupants not to exceed the number of designated on-site parking spaces of the short-term rental property.
8. The owner shall, by written agreement with the occupants, limit daytime visitors at any time on the short-term rental property to no more than six (6) persons in addition to the maximum overnight occupancy designated in the business license application.
9. The owner shall use best efforts to ensure that the occupants and/or guests of the short-term rental do not violate Noise Regulations by notifying the occupants of the rules regarding short-term rentals and responding when notified that occupants are violating laws regarding their occupancy.
10. The owner of the short-term rental unit shall post a copy of the business license and a copy of the conditions set forth in the Ordinance in a conspicuous place within the short-term rental unit.
11. No business license issued under this section shall be transferred or assigned or used by any person other than the owner to whom it is issued, or at any location other than the one for which it is issued.
12. All business licenses issued under this section shall be valid for no more than one year, beginning on the date of issuance and expiring on December 31st of that year.

(b) SIGN AND NOTIFICATION REQUIREMENTS

1. Each short-term rental shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:
    a. The name of the local contact person or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;
    b. The maximum number of overnight occupants permitted to stay in the unit;
    c. The maximum number of vehicles allowed to be parked on the property including a sketch of the location of the on-site parking spaces;
    d. The maximum number of daytime visitors allowed in addition to the overnight occupants;
    e. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup (if owner provides daily trash removal then this notice is not necessary);
    f. Notification that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances.
    g. Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section; and

h. A statement advising the occupant that any failure to conform to the Noise Regulations is a violation of the Ordinance.

(c) PARKING REQUIREMENTS

1. Short-term rentals shall comply with all applicable ordinances regarding parking. Owner shall provide sufficient parking for guests such that all parking is accomplished on paved parking spaces within the property site. No parking to accommodate renters or invitees of short-term rentals is permitted on the City right-of-way or along any roadways at any time.

(d) LOCAL CONTACT PERSON

1. Each owner of a short-term rental shall designate a local contact person who has access and authority to assume management of the unit and take remedial measures. An owner of a short-term rental who resides in the City Limits of Snellville or within 50 miles of the short-term rental may designate himself or herself as the local contact person. The local contact person shall be required to respond to the location of the short term rental within one hour after being notified by the Police or Code Enforcement of the existence of a violation of this chapter or any other provision of this Code, or any disturbance requiring immediate remedy or abatement.

2. The owner must immediately notify the Director of Planning & Development in writing upon a change of local contact person or the local contact person's telephone number. This notification will be on forms prescribed by the Director of Planning & Development. The new, revised business license will not extend the expiration date of the business license, and will be issued for a fee of $25.00, and must be posted within ten (10) days of any change of local contact person information.

(e) HOTEL/MOTEL TAX

1. All short-term rentals shall be subject to Sec. 54-271 et. seq. of the Snellville Municipal Code.

2. Applicant hereby acknowledges his/her duty to collect a hotel/motel tax and remit same to the City Clerk of the City of Snellville, Georgia monthly on or before the 20th day of each succeeding month in which such taxes are collected. A report is due even if no rent is collected for the month on or before the 20th day of the following month.

(f) OTHER REQUIREMENTS

1. All short-term rentals shall comply with each of the following:

    a. An interconnected and hard-wired smoke detection and notification system is required and must be operable and in good working order at all times.
    b. Owner must install and maintain security cameras that provide video coverage and recording of the driveway and all entry points for the short-term rental property.
    c. Any advertising of the short-term rental unit shall conform to information included in the short-term rental business license and requirements of this section, and shall include notification of the maximum occupancy, maximum number of vehicles allowed, and provisions regulating noise.
    d. Compliance with these standards shall be in addition to compliance with all other provisions of this Code relating to nuisance, peace and safety.
    e. In addition to any requirements of this Section, any structure being operated as a short-term rental, with a capacity for more than ten (10) overnight guests at a time shall be required to meet all local, state and federal access and life safety codes, rules and regulations that are otherwise applicable to hotels as defined in such codes, rules and regulations. In the event there is a conflict between the requirements of this Section and such other codes rules or regulations, the requirement that is more protective of the public health, safety and welfare shall prevail.

(g) CODE COMPLIANCE VERIFICATION

1. Applicant hereby certifies that the short-term rental unit complies with applicable zoning, building, health and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.

2. All short-term rental bedrooms indicated on page one (1) of this application meet the definition for 'Bedroom' and each contain the minimum requirements for ceiling height and emergency escape.

PROPERTY OWNER

OATH AND CERTIFICATION

I, _____, solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, all information required in this application and supporting documents for a Short-Term Rental License is true and correct to the best of my knowledge and I fully understand that any false information may cause the denial or revocation of said license. And, I have read and understand the requirements set forth in paragraphs (a) through (g) of the Short-Term Rental License Conditions and Requirements above. I hereby acknowledge that all designated bedrooms meet all local building and safety code requirements. I further state that I have received a copy of the Short-Term Rental Ordinance, having reviewed it and understanding the terms and conditions stated within the Ordinance and am authorized to make application for said license.

_____ _____

Print Full Name Date

_____ _____

Signature of Owner Title

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____

_____

Notary Signature *AFFIX NOTARY SEAL HERE*

24-HOUR LOCAL CONTACT PERSON

OATH AND CERTIFICATION

I, _____, solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, that the information in the 24-hour contact section on page one (1) of the application is correct and that I give permission to the property owner to designate me as the 24-HOUR LOCAL CONTACT PERSON who has access and authority to assume management of the unit and take remedial measures as may be required and respond to the short-term rental location within one (1) hour after being notified by the Snellville Police Department or Snellville Code Enforcement of the existence of an Ordinance violation or any disturbance requiring immediate remedy or abatement. And, I have read all regulations pertaining to the operation of a short-term rental unit.

_____ _____

Print Full Name Date

_____ _____

Signature of Local Contact Person Title

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____

_____

Notary Signature *AFFIX NOTARY SEAL HERE*

Please allow five (5) business days for application review and processing
You will be contacted upon application approval

PLANNING DEPARTMENT USE ONLY

TAX PARCEL NO. _____ ZONING DISTRICT: _____ PROPERTY SQ. FT.: _____ BUILDING SQ. FT.:_____

NO. OF BEDROOMS: _____ NO. OF BATHROOMS: _____ NO. OF ONSITE PAVED PARKING SPACES: _____

PROPERTY OWNERSHIP VERIFIED: YES NO 24-HOUR CONTACT IS LOCATED _____ MILES FROM SHORT-TERM RENTAL LOCATION:

DIAGRAM AND/OR PHOTOGRAPHS OF THE PREMISES SHOWING AND INDICATING THE NUMBER AND LOCATION OF ONSITE PAVED PARKING SPACES AND THE MAXIMUM NUMBER OF VEHICLES ALLOWED FOR OVERNIGHT OCCUPANTS S UBMITTED: YES NO

CITY OF SNELLVILLE HOTEL/MOTEL OCCUPANCY TAX REGISTRATION CERTIFICATE NO (Provided by City Clerk): _____

GEORGIA DEPARTMENT OF REVENUE SALES & USE TAX CERTIFICATE/REGISTRATION NUMBER: _____

ANY STRUCTURE OPERATED AS A SHORT-TERM RENTAL, WITH A CAPACITY FOR MORE THAN TEN (10) OVERNIGHT GUESTS AT A TIME SHALL BE REQUIRED TO MEET ALL LOCAL, STATE AND FEDERAL ACCESS AND LIFE SAFETY CODES, RULES AND REGULATIONS THAT ARE OTHERWISE APPLICABLE TO HOTELS AS DEFINED IN SUCH CODES, RULES AND REGULATIONS: APPLICABLE N OT APPLICABLE

COMMENTS/REMARKS: _____

REVIEWED AND RECOMMENDED FOR: **APPROVAL** **DENIAL** (CIRCLE ONE) BY: _____ DATE: _____

APPROVAL **DENIAL** (CIRCLE ONE) BY: _____ DATE: _____

FINAL ACTION & APPROVAL

APPROVED BY: _____ DATE: _____

MAXIMUM NUMBER OF OVERNIGHT OCCUPANTS: _____ MAXIMUM NUMBER OF VEHICLES ALLOWED TO BE PARKED ON THE PROPERTY: _____

MAXIMUM NUMBER OF DAYTIME VISTORS ALLOWED IN ADDITION TO THE OVERNIGHT OCCUPANTS: **6 PERSONS**

CONDITIONS: _____

SHORT-TERM RENTAL LICENSE NO. _____ EXPIRES: _____

SHORT-TERM RENTAL LICENSE VALID:

BEGINNING: _____ AND WILL EXPIRE ON DEC 31ST OF THE CURRENT CALENDAR YEAR (_____)

APPLICATION CHECKLIST

- ☐ Obtain copy and read Short-Term Rental Ordinance (Ordinance No. 2019-15).
- ☐ Completed and notarized Short Term Rental License Application.
- ☐ Completed and notarized U.S. Citizen / Qualified Alien Affidavit.
- ☐ Completed and notarized E-Verify Affidavit.
- ☐ Completed and signed Georgia Sales & Use Tax Affidavit with valid Georgia Sales and Use Tax ID Number assigned by the Georgia Department of Revenue (https://dor.georgia.gov/taxes/business-taxes/sales-use-tax).
- ☐ Completed and notarized Registered Agent Consent Form.
- ☐ Completed and signed Security Alarm Permit Application (for monitored alarm systems only).
- ☐ Obtain and provide copy of the Hotel/Motel Occupancy Tax Certificate of Authority from Melisa Arnold, City Clerk, 770-985-3503 or Email: MArnold@snellville.org).
- ☐ Attach a diagram of the premises showing and indicating the number and location of designated on-site paved parking spaces and the maximum number of vehicles allowed for overnight occupants. Landscaped areas of any kind shall not be counted as parking spaces. Show the location of the entry points into the dwelling unit and location of the security cameras that provide video coverage and recording of the driveway and all entry points.
- ☐ Payment of the applicable Short-Term Rental License fee ($250 – New Application or $100 – Renewal).

SIGN AND NOTIFICATION REQUIREMENTS

Property Owner to Post on Property

Each short-term rental unit shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:

- The name of the local contact person or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;

  _____ _____

  24-Hour Contact Name **Contact Phone Number**

- The maximum number of overnight occupants permitted to stay in the unit;

  Number of Overnight Occupants: _____ Persons (Maximum)

- The maximum number of vehicles allowed to be parked on the property is _____ **vehicles.** Vehicles must park in the garage and/or on a hard-surface parking area. Parking in the street is PROHIBITED at all times.

- The maximum number of daytime visitors allowed in addition to the overnight occupants: **6 Persons**

- The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup (if owner provides daily trash removal then this notice is not necessary);

  Trash Pickup Day is (circle one): MON TUE WED THU FRI

- Notification that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances.

- Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section; and

- A statement advising the occupant that any failure to conform to the Noise Regulations is a violation of the Short-term Rental Ordinance.

SECTION V – REGISTERED AGENT CONSENT FORM

_____
Business Trade Name (d/b/a)

_____
Location Address

I, _____, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the City of Snellville. I understand the basic purpose is to have and continuously maintain in Gwinnett County a Registered Agent upon which any process, notice, or demand required or permitted by law or under said Ordinance to be served upon the licensee or owner may be served.

I understand that the Registered Agent must be a resident of Gwinnett County, Georgia.

This _____day of _____, 20 _____.

_____ _____
Signature of Agent Print Name of Agent

_____
Agent's Home Address

☐ Attach Copy of Georgia DL or ID Card

_____
City, County, and State

_____
Daytime Telephone Number

I HEREBY CERTIFY THAT _____SIGNED HIS/HER NAME TO THE FOREGOING APPLICATION STATING TO ME THAT HE/SHE KNEW AND UNDERSTOOD ALL STATEMENTS AND ANSWERS MADE THEREIN, AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT SAID STATEMENTS AND ANSWERS ARE TRUE AND CORRECT.

THIS _____DAY OF _____, 20_____.

_____
NOTARY PUBLIC SIGNATURE

AFFIX
SEAL HERE

CITY OF SNELLVILLE

DEPARTMENT OF PLANNING AND DEVELOPMENT
2342 OAK ROAD
SNELLVILLE, GA 30078
(770) 985-3513 (770) 985-3514
www.snellville.org

E-Verify	____
BOTSS	____
S.A.V.E.	____
Sanitation	____
Fire Marshal	____
HealthDept.	____
Grease Trap	____
Scanned	____

FOR CITY USE ONLY		*FOR CITY USE ONLY*
DATE RCVD _____ SIC_____CLASS_____ ZONING DISTRICT_____ USE PERMITTED_____	**OCCUPATIONAL TAX** **COMMERCIAL BUSINESS APPLICATION** **BL#**_____	FEES DUE _____ PAID _____

IF NO LONGER IN BUSINESS, PLEASE NOTIFY THE PLANNING DEPT. SO THAT WE CAN MAKE THE BUSINESS INACTIVE FOR OUR RECORDS.

APPLICATION FOR: ☐ **NEW BUSINESS** ☐ **RENEWAL**

CORPORATE NAME-		
BUSINESS NAME (D/BA)		**MAILINGADDRESS(IF DIFFERENT FROM PHYSICAL ADDRESS)**
FED. ID NO.-	DATE BUSINESS ESTABLISHED:	IN CARE OF
OWNER NAME(S)-		MAILING STREET ADDRESS
LOCAL PHYSICAL STREET ADDRESS-		MAILING P.O. BOX
CITY, STATE, ZIP –		CITY, STATE, ZIP

TYPE OF OWNERSHIP (CHECK ONE) SOLE PROPRIETOR _____ PARTNERSHIP _____ CORPORATION _____ LLC_____

PLEASE PROVIDE COPY OF REGISTRATION

TYPE OF BUSINESS_____ **NUMBER OF EMPLOYEES**_____

LOCAL PHONE NUMBERS

BUSINESS (_)_____ CONTACT NAME_____
CELLULAR (_)_____ E-MAIL_____

New Short Term Rental Application Fee $250.00 Renewals $100.00

I certify that the above information is true and correct, contains no fraudulent information and I further understand that the information I have entered is subject to audit per the City of Snellville Municipal Code- Section 54-176.

_____	_____	_____
APPLICANT NAME (PLEASE PRINT)	**SIGNATURE AND TITLE OF APPLICANT**	**DATE**

O.C.G.A § 50-36-1(e)(2)

U. S. CITIZEN / QUALIFIED ALIEN AFFIDAVIT

(THIS FORM REQUIRED BY THE STATE OF GEORGIA)

As a result of recent law change, The City of Snellville, Georgia is required to obtain from each person applying for a particular public benefit (including new and renewal licenses) a signed and sworn affidavit verifying his or her lawful presence in the United States that is accompanied by a copy of at least one "secure and verifiable document." By executing this affidavit under oath, as an applicant for: (circle one) **Occupation Tax Certificate or Alcohol Beverage License** for (business name)

_____as referenced in O.C.G.A. § 50-36-1, from The City of Snellville, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit (check one of the following):

a. _____ I am a United States citizen 18 years of age or older. **Submit a *legible* front and back copy of your current secure and verifiable document(s) such as driver's license, passport, or other document as indicated on back page.**

b. _____ I am a legal permanent resident of the United States 18 years of age or older.

c. _____I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. My **alien number** issued by the Department of Homeland Security or other federal immigration agency is: _____(Required).

Submit a *legible* front and back copy of one of the following secure and verifiable document(s):

- □ U.S. Permanent Resident Card (I-551), or
- □ Valid Foreign Passport with I-94, or
- □ Temporary Resident Alien Card (I-688), or
- □ Employment Authorization Card (I-766 or I-688B), or
- □ Employment Authorization Document (I-688B), or
- □ Refugee Travel Document (I-571)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute. Furthermore, the undersigned applicant hereby verifies that applicant has provided at least one secure and verifiable document, as defined by O.C.G.A. § 50-36-2 with this affidavit.

SWORN TO AND SUBSCRIBED,

_____ _____

Signature of Applicant Print Name

Before me this _____day of _____, 20___; *AFFIX SEAL HERE*

_____ _____

Notary Public My Com. Expires

Secure and Verifiable Documents
Under O.C.G.A. § 50-36-2

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residence or immigration status.

_____ United States passport or passport card

_____ United States military identification card

_____ Driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, The Commonwealth of the Northern Marianas Islands, The United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.

_____ Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, The Commonwealth of the Northern Marianas Islands, The United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.

_____ Tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.

_____ United States Permanent Resident Card or Alien Registration Receipt Card (I-551)

_____ Employment Authorization Document that contains a photograph of the bearer ((I-766)

_____ Passport issued by a foreign government

_____ Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard

_____ Free and Secure Trade (FAST) card

_____ NEXUS card

_____ Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card

_____ Driver's license issued by a Canadian government authority

_____ Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)

_____ Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)

_____ Other document or form of identification for proof or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular public benefit.

City of Snellville
DEPARTMENT OF PLANNING AND DEVELOPMENT
2342 OAK ROAD, 2ND FLOOR
SNELLVILLE, GA 30078
www.snellville.org

(770) 985-3513
(770) 985-3514

GEORGIA SALES & USE TAX AFFIDAVIT

IN ACCORDANCE WITH O.C.G.A § 48-13-20.1, CITIES AND COUNTIES MAY COLLECT AND SUBMIT CERTAIN INFORMATION TO ENABLE THE GEORGIA DEPARTMENT OF REVENUE (877-423-6711) TO ENSURE THAT BUSINESSES ARE PROPERLY COMPLIANT WITH STATE AND LOCAL SALES TAX LAWS.

THE CITY OF SNELLVILLE, GEORGIA LEVIES AN OCCUPATION TAX OR REGULATORY FEE UNDER O.C.G.A § 48-13-1 ET SEQ., AND PASSED RESOLUTION 2011-04 ON FEB 28, 2011 TO PARTNER WITH THE GEORGIA DEPARTMENT OF REVENUE IN AN EFFORT TO ENSURE PROPER PAYMENT OF SALES AND USE TAX.

ANY PERSON WHO PERFORMS ANY BUSINESS, OCCUPATION OR PROFESSION SUBJECT TO AN OCCUPATION TAX OR REGULATORY FEE UNDER O.C.G.A. § 48-13-1 ET SEQ., IS REQUIRED TO PROVIDE THE CITY OF SNELLVILLE THE FOLLOWING INFORMATION WHEN PAYING SUCH OCCUPATION TAX OR REGULATORY FEE:

BUSINESS INFORMATION

Legal Name of the Business:_____

Does Business have a Trade Name or D/B/A: □ No □ Yes (Name): _____

Business Mailing Address: _____
Street Address or PO Box City State Zip

Business Physical Address: _____
Street Address Suite

Sales and Use Tax ID Number Assigned by the Georgia Department of Revenue: _____
(Do not provide Federal Taxpayer ID Number (FEIN)

☐ Check here if Georgia law does not require a Sales and Use Tax identification number for the business.
North American Industry Classification Code (NAICS): _____(leave blank if not known)

ACKNOWLEDGEMENT

I hereby understand and acknowledge that pursuant to O.C.G.A. § 48-13-20.1 the City of Snellville, Georgia may collect certain information which will be provided to the Georgia Department of Revenue to ensure that businesses are properly compliant with State and local sales and use tax laws and that if any person refuses or fails to provide the required information, the City of Snellville will notify the Georgia Department of Revenue. For questions, please contact the Georgia Department of Revenue at 877-423-6711 or website https://dor.georgia.gov/

Acknowledged By: _____ Date: _____

Print Name: _____ Title: _____

E-VERIFY AFFIDAVIT

Private Employer Compliance Pursuant to O.C.G.A. §36-60-6(d)

This form is required by the State of Georgia. Please have it notarized and return it with your completed application.

Number of Employees_____

Only Mark 1 box below:

☐ More than ten (10) employees.

By executing this affidavit, the undersigned private employer verifies it's compliance with O.C.G.A. §36-60-6, stating affirmatively that the individual, form or corporation employs more than ten (10) and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadline established in O.C.G.A. §13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and the date of authorization are as follows:

Federal Work Authorization Number:_____

Date of Authorization:_____

-OR-

☐ EXEMPT - Less than (10) employees.

Exempt from O.C.G.A. §36-60-6 – By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with §36-60-6, stating affirmatively that the individual, firm or corporation employs fewer than eleven (11) and therefore, is not required to register with and or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines in O.C.G.A. §13-10-90.

Complete below in front of a Notary Public

I hereby declare under penalty of perjury that the foregoing is true and correct.

_____ _____

Signature of Authorized Agent or Business Owner **Print Name**

_____

Executed on (Today's Date)

Notary:

Subscribed and Sworn to me this _____Day of _____,20_____ **(SEAL)**

_____ _____

Signature of Notary Public **My Commission Expires**

Public Works Department
City of Snellville
2491 Marigold Road
Snellville, Georgia 30078
www.snellville.org

(770) 985-3527
(770) 985-3540

SOLID WASTE AFFIDAVIT & DISCLOSURE FORM

IN ACCORDANCE WITH CHAPTER 46 OF THE SNELLVILLE CODE OF ORDINANCES, ALL REFUSE, RECYCLABLES AND YARD TRIMMINGS SHALL ONLY BE COLLECTED, CONVEYED AND DISPOSED OF BY THE FRANCHISEE.

THEREFORE, ALL APPLICANTS FOR A CITY OF SNELLVILLE BUSINESS LICENSE AND/OR BUILDING PERMIT ARE REQUIRED TO CONTACT THE CITY OF SNELLVILLE PUBLIC WORKS DEPARTMENT TO ARRANGE FOR SANITATION SERVICE FOR BUSINESS SOLID WASTE AND/OR CONSTRUCTION DEBRIS.

INSTRUCTIONS:

- Applicants for a City of Snellville Business License must complete BOX 1 and BOX 3.
- Applicants for a City of Snellville Building Permit must complete BOX 2 and BOX 3.

BOX 1

Name of Business: _____

Business Location (Address): _____ Suite: _____

Is Business Location in a Shopping Center: □ No □ Yes (Name): _____

If your sanitation service is provided by your landlord, please provide….

Landlord Name_____Phone_____

LandlordSignature_____Sanitation Account Number_____Date_____

BOX 2

Construction Project Name: _____

Project Location (Address): _____ Suite: _____

Scope of Project (check all that apply): □ New Construction □ Interior Remodel/Finish □ Demolition □ Site Work

BOX 3

I hereby understand and acknowledge that the City of Snellville Code of Ordinances and Franchisee Agreement requires that all solid waste be collected, conveyed and disposed of by the Franchisee and that an account for solid waste collection and disposal must be obtained and kept current through the City of Snellville Public Works Department.

Acknowledged By:_____Date:_____

Print Name:_____Title:_____

For City Use Only

_____

Approved by (Public Works) *Date* *Account Number*

_____ _____

Approved by (Planning & Development) *Date*

City of Snellville
DEPARTMENT OF PLANNING AND DEVELOPMENT
2342 OAK ROAD, 2ND FLOOR
SNELLVILLE, GA 30078
www.snellville.org

(770) 985-3513
(770) 985-3514

Important Information

Today's Date: _____

Business Name: _____

Initial after reading:

__ Business license renewal packets are mailed out every year in December. If you do not receive a packet, contact our office or stop in during normal business hours**. Failure to receive the packet does not excuse the business from renewing on time.** Blank forms will be posted on the website at snellville.org.

__ Business licenses expire every year on December 31. A grace period is given until March 31. **Mark your calendar now!**

__ Should the business move or close down for any reason you are required to notify our office in order to avoid possible citations.

__ For commercial locations signage requires an approved permit issued by Planning & Development. Go to Snellville.org > Government > Planning & Development > Forms & Applications > Scroll to Signage Applications and choose the appropriate application. For residential locations, business signage is not allowed to be posted on vehicles or on the property.

The City of Snellville appreciates its loyal businesses!
Thank you!

Business Owner Signature_____Date:_____

Witness:_____Date:_____

EMERGENCY DECAL / SECURITY ALARM PERMIT APPLICAITON

City of Snellville Police Department | 2315 Wisteria Drive| Snellville, GA 30078
PHONE (770) 985-3555 | FAX (770) 985-3579 | http://www.snellville.org

Please type or print clearly. All sections must be completed. Incomplete applications will be returned.

CHECK ALL THAT APPLY: ☐ NEW ☐ RENEWAL ☐ COMMERCIAL ☐ RESIDENTIAL

Business Name or Homeowner Name:	Telephone Number at Alarm Location:
Address and Suite or Apt#:	
City, State and Zip Code:	
Mailing / Billing Address (If different from above):	

Applicant (Please Print):	Applicant Home Phone:	Applicant Cell or e-mail Address:
Applicant Signature (Required):	Any Dangerous or Special Conditions Present at the Alarm Site:	

IF Applicable: Rental Agent / Management Co. Information:

Name:	Phone Number:
Address, City, State and Zip Code:	

ALARM SYSTEM INFORMATION (CHECK THE APPROPRIATE BOXES)

☐ There is NO alarm system at this location.	☐ I have given written operating instructions for the alarm system, including written guidelines on how to avoid false alarms.
☐ I have received training from the alarm company in the proper use of my alarm system, including training in how to avoid false alarms.	☐ I understand that law enforcement response may be based on factors Such as availability of Police Units, Priority calls, Weather conditions, Emergency conditions, Staffing levels, etc.

Alarm Monitoring Company Name: ***Required for all Alarm Systems Except Those not monitored.***	Phone Number:
Address, City, State and Zip Code:	

REPSPONSIBLE PARTY INFORMATION

If you are NOT available, one of the following persons must respond to the alarm within 30 minutes of a police request.

Contact #1	**Home Phone:**	**Work Phone:**	**Cell Phone:**
Contact #2	**Home Phone:**	**Work Phone:**	**Cell Phone:**
Contact #3	**Home Phone:**	**Work Phone:**	**Cell Phone:**

DECAL INFORMATION

☐ I HAVE A DECAL ON MY BUSINESS / HOME THE NUMBER IS:	
☐ PLEASE MAIL A DECAL FOR MY BUSINESS / HOME (Required) Replacement DECALS are $15 each.	New Decal No.

City Ordinance Agreement

____ By initialing this box, I have received a copy of the City Ordinance section 22-31 through 22-40.

Mail to: City of Snellville Police Department
Attn: Alarm Administrator
2315 Wisteria Drive
Snellville, GA 30078

COPY OF SHORT-TERM RENTAL ORDINANCE

ORDINANCE NO. 2019-15

TO BE KEPT BY LICENSEE

STATE OF GEORGIA

CITY OF SNELLVILLE

ORDINANCE NO. 2019-15

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF SNELLVILLE, GEORGIA; TO ESTABLISH DEFINITIONS AND REGULATIONS FOR SHORT-TERM RENTALS; TO PROVIDE FOR THE CONTINUED AVAILABILITY OF QUALITY TRANSIENT LODGING WITHIN THE CITY AND PROPER MAINTENANCE OF SHORT-TERM RENTALS; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of Snellville, Georgia (the "City") is the Mayor and Council;

WHEREAS, the Mayor and Council desire to ensure the continued availability of quality transient lodging and to maintain the proper maintenance of short-term rentals within the City;

WHEREAS, the Mayor and Council have, as a part of planning, zoning and growth management, been in review of the City's Code of Ordinances and have been studying the City's best estimates and projections of the type of development which could be anticipated within the City;

WHEREAS, the City has been presented with evidence that there can be unsafe short-term rentals, that minimum life safety codes are not enforced and that unregulated commercial use of these structures can become havens for criminal activity affecting the quality of life in the surrounding communities;

WHEREAS, as a result of such review, the Mayor and Council have determined that to serve the needs of the community certain amendments are needed to the City's Code of Ordinances to ensure the proper maintenance of short-term rentals; and

WHEREAS, the Mayor and Council have determined that the health, safety, and welfare of the citizens of the City short-term rental inhabitants will be positively impacted by the adoption of this Ordinance,

IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF SNELLVILLE, GEORGIA, and by the authority thereof:

Section 1. That a new Article is added to Chapter 22 of the Code of Ordinances of the City of Snellville, Georgia and is hereby codified as follows:

ARTICLE VII

SHORT-TERM RENTALS

Sec. 22-110. Purpose.

(a) The purpose of this ordinance is to ensure the continued availability of quality transient lodging within the City, proper maintenance of short-term rentals and to protect the health, safety and welfare of short-term rental inhabitants by ensuring the structures meet minimum life safety code standards.

(b) Unless otherwise stated in this ordinance, the requirements of this ordinance apply to those who occupy, visit, patronize, frequent, operate, keep, conduct, or own a short-term rental within the City, regardless of the date of the short-term rental structure's construction.

(c) This ordinance is essential to the public's interest, safety, health, and welfare and this ordinance shall be liberally construed to effectuate its purposes.

Sec. 22-111. Definitions.

"Code compliance verification form" means a document executed by a short-term rental owner certifying that the short-term rental unit complies with applicable zoning, building, health and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.

"Local contact person" means an owner or local property manager authorized by the owner of a short-term rental to take remedial action and respond to any notice of violation of this section, who resides in the City of Snellville or no more than fifty (50) miles from the short-term rental.

"Noise Regulations" means those regulations contained in the Code of Ordinances of the City of Snellville, Georgia, Part I, Chapter 26, Article V.

"Owner" means a person(s) or entity that holds legal and/or equitable title to private property.

"Short-term rental" means one or more dwelling units, including either a single-family home, duplex or single multi-family residential unit rented not more than thirty (30) consecutive nights.

Sec. 22-112. Applicability.

(a) All requirements, regulations and standards imposed by this section apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in this Code.

(b) The restrictions and obligations contained in this section shall apply to short-term rentals at all times during which such units are marketed and used as short term rentals.

(c) The allowance of short-term rentals pursuant to this section shall not prevent enforcement of additional restrictions that may be contained in restrictive covenants or other private contractual agreements or arrangements.

(d) It shall be unlawful for any owner of any property within the City of Snellville, Georgia, to rent or operate a short-term rental of residential property contrary to the procedures and regulations established in this section, other provisions of the Code of Ordinances of the City of Snellville, Georgia, or any applicable state law.

Sec. 22-113. Short-term rental business license requirements

(a) Pursuant to Chapter 54, Article V (Occupation Taxes) of the Code of Ordinances of the City of Snellville, Georgia, a separate business license shall be required for each short-term rental unit (except where an owner owns multiple short-term rentals in a residential community or multiple residential communities and applies for a business license for a single business license for such short-term rental units). The licensing requirements of this section are in addition to any hotel/motel tax registration or any other permit or licensing requirements. However, at the discretion of the Director of Planning & Development, the processing of such license required under this section may be combined with the processing of hotel/motel tax registration or any other related permit or license process administered by the City. The Director of Planning & Development is authorized to prescribe forms and procedures for the processing of licenses under this section.

(!) *Application/or short-term rental business license.* An application for a short-term rental business license shall be filed with the Planning Department prior to use of the property as a short-term rental. Applications shall be on the forms provided by the City. Only the owner of the short-term rental may submit an application for short-term rental business license. Additionally, all applications for a short-term rental business license must contain, at a minimum, the following information:

(a) The name, address telephone number, and email address of the owner of the short-term rental for which the registration is being issued;

(b) The name, address, telephone number, and email address of the local contact person for the owner of the short-term rental;

(c) The number of bedrooms and approximate square footage in the short-term rental, and the maximum number of overnight occupants;

(d) An executed Code compliance verification form acknowledging that all designated bedrooms meet all local building and safety code requirements;

(e) A diagram and/or photograph of the premises showing and indicating the number and location of designated on-site paved parking spaces and the maximum number of vehicles allowed for overnight occupants. Landscaped areas of any kind shall not be counted as parking spaces;

(f) Evidence of a valid hotel/motel occupancy tax registration certificate issued by the City for the short-term rental. Application for such registration may be filed concurrently with the application for registration under this chapter;

(g) Evidence of a valid sales tax certification number issued by the Georgia Department of Revenue for collection and remittance of sales tax;

(h) Acknowledgment that the owner and local contact person have read all regulations pertaining to the operation of a short-term rental;

(i) Certification of the accuracy of the information submitted, and agreement to comply with all conditions of the registration; and

(j) Acknowledgement that the owner or local contact person has or will post, at the short-term rental, the notice required in Section 22-114

(k) *Application fee.* An application for a short-term rental business license shall be accompanied by an initial fee in accordance with Section 54-152 (Tax Levied) of the Code of Ordinance of the City of Snellville, Georgia.

Sec. 22-114 License conditions.

(a) All business licenses issued pursuant to this chapter are subject to the following standard conditions:

1. The owner shall, by written agreement with the occupants, limit overnight occupancy of the short-term rental to the specific number of occupants designated in the business license application, with the number of overnight occupants not to exceed two persons per bedroom meeting building code and life-safety code requirements, plus two additional persons per residence. A bedroom is a room that is designed to be, or meets the building code requirements to be, used as a sleeping room and for no other primary purpose. Every bedroom shall have an emergency escape or rescue exit and a minimum ceiling height as follows:

   (a.) Each bedroom shall have at least one operable window or door for emergency escape or rescue that opens directly to the exterior of the unit. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet. The minimum net clear openable height dimension shall be 24 inches. The minimum net clear openable width dimension shall be 20 inches. When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor;

   (b). Bedrooms shall have a ceiling height of not less than eight feet, except as provided in this section. If any room has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half of the area thereof;

2. The owner shall, by written agreement with the occupants, limit the number of vehicles of overnight occupants to the number designated in the business license application; with the number of vehicles of overnight occupants not to exceed the number of designated on-site parking spaces of the short term rental property;

3. The owner shall use best efforts to ensure that the occupants and/or guests of the short-term rental do not violate Noise Regulations by notifying the occupants of the rules regarding short term rentals and responding when notified that occupants are violating laws regarding their occupancy. It is not intended that the owner or local contact person, act as a peace officer or place himself or herself in harm's way;

4. The owner shall, by written agreement, limit the daytime visitors at any time in a vacation home rental to no more than six (6) persons in addition to the maximum overnight occupancy designated in the business license application;

5. The owner of the short-term rental shall post a copy of the business license and a copy of the conditions set forth in this section in a conspicuous place within the short-term rental;

6. No business license issued under this section shall be transferred or assigned or used by any person other than the owner to whom it is issued, or at any location other than the one for which it is issued; and

7. All business licenses issued under this section shall be valid for no more than one year, beginning on the date of issuance and expiring on December 31st of that year.

8. *Sign and notification requirements.* Each short-term rental shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:

   a. The name of the local contact person or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;

   b. The maximum number of overnight occupants permitted to stay in the unit;

   c. The maximum number of vehicles allowed to be parked on the property including a sketch of the location of the on-site parking spaces;

   d. The maximum number of daytime visitors allowed in addition to the overnight occupants;

   e. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup (if owner provides daily trash removal then this notice is not necessary);

   f. Notification that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances.

   g. Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section; and

   h. A statement advising the occupant that any failure to conform to the Noise Regulations is a violation of this section.

9. *Parking.* Short-term rentals shall comply with all applicable ordinances regarding parking. Owner shall provide sufficient parking for guests such that all parking is accomplished on paved parking spaces within the property site. No parking to accommodate renters or invitees of short-term rentals is permitted on the City right-of-way or along any roadways at any time.

I0. *Local contact person.*

   a. Each owner of a short-term rental shall designate a local contact person who has access and authority to assume management of the unit and take remedial measures. An owner of a short-term rental who resides in the City Limits of Snellville or within 50 miles of the short-term rental may designate himself or herself as the local contact person. The local contact person shall be required to respond to the location of the short term rental within one hour after being notified by the Police or Code Enforcement of the existence

of a violation of this chapter or any other provision of this Code, or any disturbance requiring immediate remedy or abatement.

b. The owner must immediately notify the Director of Planning & Development in writing upon a change of local contact person or the local contact person's telephone number. This notification will be on forms prescribed by the Director of Planning & Development. The new, revised business license will not extend the expiration date of the business license, and will be issued for a fee of $25.00, and must be posted within ten (10) days of any change of local contact person information.

11. *Hotel/Motel Tax.* All short-term rentals shall be subject to Sec 54-271 et. seq. of the Snellville Municipal Code.

12. *Other requirements.* All short-term rentals shall comply with the following:

a. An interconnected and hard-wired smoke detection and notification system is required and must be operable and in good working order at all times.

b. Owner must install and maintain security cameras that provide video coverage and recording of the driveway and all entry points for the short-term rental property.

c. Any advertising of the short-term rental unit shall conform to information included in the short-term rental business license and requirements of this section, and shall include notification of the maximum occupancy, maximum number of vehicles allowed, and provisions regulating noise.

d. Compliance with these standards shall be in addition to compliance with all other provisions of this Code relating to nuisance, peace and safety.

e. In addition to any requirements of this Section, any structure being operated as a short-term rental, with a capacity for more than ten (10) overnight guests at a time shall be required to meet all local, state and federal access and life safety codes, rules and regulations that are otherwise applicable to hotels as defined in such codes, rules and regulations. In the event there is a conflict between the requirements of this Section and such other codes rules or regulations, the requirement that is more protective of the public health, safety and welfare shall prevail.

Sec. 22-115 ***Violation and penalties.***

(a). The requirements of this Article shall become effective upon adoption. Violations shall be managed on each individual short-term rental, and any resulting penalties shall only be assessed against such short-term rental. The following conduct shall constitute a violation for which the penalties specified in this section may be imposed, or the business license suspended or revoked:

1. The owner has violated any of the provisions of this chapter; or

2. The owner has failed to collect and remit to the City the hotel/motel occupancy tax as required by Article VIII of City Code.

(b.) The penalties for violations of this Article shall be as follows:

1. For the first violation within any 12-month period, the penalty shall be a warning notice of violation;

2. For a second violation within any 12-month period, the penalty shall be a fine not to exceed $500.00;

3. For a third violation within any 12-month period, the penalty shall be a fine not to exceed $1,000.00 and/or suspension of the business license (or suspension of the violating short-term rental from the applicable business license) for a period not to exceed six months; if the period of suspension runs beyond December 31st, the owner shall not be eligible to apply for renewal of the business license (or reinstatement of the violating short-term rental under the business license) until expiration of the full suspension period; and

4. For a fourth violation within any 12-month period, the business license may be revoked (or removal of the violating short-term rental from the applicable business license) in accordance with the provisions below. An owner shall not be eligible to reapply for a business license (or reinstatement of the violating short-term rental under the business license) for a period of 12 months from the date of revocation.

(c.) A short-term rental that is determined to be operating without the necessary business license required under this section shall subject the owner to a penalty of $1,000.00. Each day the unit is marketed or rented for overnight accommodation shall constitute a separate violation.

(d.) *Procedure for imposition of penalties/suspension/revocation.* Penalties, including a notice of violation, shall be imposed, and business licenses shall be revoked (or suspension or removal of a short-term rental from the applicable business license), only in the manner provided in this subsection.

I. Initial violations shall result in a notice of violation being directed to the owner and the person designated in the business license application as the local contact person if other than the owner. The local contact person shall be responsible for contacting the occupant to correct the problem within sixty (60) minutes. This local contact person is required to visit the property to confirm compliance with this chapter, unless compliance can reasonably be confirmed without visiting the property.

2. If non-compliance with provisions of this section reoccur, the Director of Planning & Development or their designee shall conduct an investigation whenever there is reason to believe that an owner has failed to comply with the provisions of this section. The investigation may include an inspection of the premises, review of law enforcement/security reports, online searches, citations, or neighbor documentation consisting of photos, sound recordings and video all of which may constitute evidence of a violation. Should the investigation support a finding that a violation occurred, the Director of Planning & Development or designee shall issue written notice of the violation and intention to impose a penalty and/or suspend or revoke the business license (or suspend or remove a short-term rental from the applicable business license). The written notice may be served either by first class mail, by commercial overnight delivery, by personal service on the owner, or by any other reasonable means of delivery, including email, and shall specify the facts which, in the opinion of the Director of Planning & Development, constitute grounds for imposition of the penalties and/or suspension or revocation, and specify that the penalties will be imposed and/or that the business license

will be suspended or revoked (or suspension or removal of a short-term rental from the applicable business license) fifteen (15) calendar days from the date of the notice unless the owner files with the Director of Planning & Development a request for an appeal hearing before the Mayor and City Council. In considering such appeal, the Mayor and City Council shall determine whether the Director of Planning & Development has erred in his/her interpretation and/or enforcement of this section.

3. Except as otherwise provided in this section, violation of this section will be enforced in accordance with the Code of the City of Snellville, Georgia and the Zoning Ordinance of the City of Snellville, Georgia.

(e.) *Business license and fees not exclusive.* The business license and fees required by this section shall be in addition to any license, permit or fee required under any other provision of this Code, or other local or state law. The issuance of any business license pursuant to this section shall not relieve the owner of the obligation to comply with all other provisions of this Code pertaining to the use and occupancy of the short-term rental or the property on which it is located.

(f.) *Penalty.* In addition to the penalties described above, any person violating the provisions of this section by operating a short-term rental without a valid business license may be prosecuted according to the general penalties described in this Section.

(g.) *Enforcement.* The Director of Planning and Zoning or their designee is hereby authorized and directed to establish such procedures as may from time to time be required to carry out the purpose and intent of this section. City of Snellville Code Enforcement Officers, as well as the Snellville Police Department shall also have authority to enforce this section.

(h.). Violations by occupants of short-term rentals. Any violation of the provisions of this section shall be enforced pursuant to this section and any other applicable Code sections. Enforcement actions may be brought against occupants of a short-term rental for violations of this section and any other provision of this Code notwithstanding that this section may also make the owner of the short-term rental responsible for the conduct constituting the violation.

Section 2.

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the

greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 4. This Ordinance was adopted , 2019. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

ORDAINED this _____day of¥, 2019.

Barbara Bender, Mayor

Dave Emanuel, Mayor Pro Tem

ATTEST:

Me isa Arnold, City Clerk

Cristy Lenski, Council Member

APPROVED AS TO FORM:

Roger Marmol, Council Member

Anthony 0. L. Powell, City Attorney
Powe & Edwards, Attorneys at Law, P.C.

Gretchen SchulQs:_iL.Me mber

Tod Warner, Council Member