



CHECK BELOW
NEW REGISTRATION: _____ RENEWAL: _____

THUNDERBOLT PERMITTING DEPARTMENT

SHORT-TERM RENTAL APPLICATION

INCOMPLETE SHORT TERM RENTAL (STR) APPLICATIONS WILL NOT BE PROCESSED. Please complete this STR Application when requesting a new STR Certificate or renewing an existing STR Certificate. A separate STR application must be submitted for each dwelling unit used as a STR. Check or money order should be made payable to the Town of Thunderbolt.

- FOR NEW STR CERTIFICATE.**
- STR Property Address: _____
 - STR Application: Complete in full
 - Copy of the Written Good Neighbor Policy (GNP) Agreement that will be used between Property Owner/Rental Management & Tenant (Sample form, page 8 & 9) can be used. When a customized Written GNP Agreement is used, must ensure it is consistent with the criteria outlined in Town Ordinances and this application.
 - Proof of Property Ownership (New property owners must submit copy of HUD/Settlement Statement when Warranty Deed is not available at time of submission.)
 - When submitting application as owner-occupied, must provide:
 1. Proof of valid homestead exemption; OR
 2. In lieu of a valid homestead exemption, a Sworn Affidavit (form included and must be notarized) and supporting documentation establishing proof of residency that the primary dwelling unit is the legal residence and domicile of the resident. Supporting documentation to establish proof of residency must be submitted in the form of two of the following: 1) *copy of a valid Georgia Driver's License or Georgia Identification Card*; 2) *copy of registration for vehicles owned by and registered in the name of the applicant*;
 - Proof of Insurance ***indicating the property is used as a short-term rental***
 - Adjacent Neighbors Notification Requirement (Instructions Attached)
 - If applicable, a copy of the adopted condominium declaration
 - Non-refundable initial annual fee as adopted by Town Council – 1/12/22 - \$700.00.

Once the application is processed, property owner or designated rental agent will be notified to apply for a Business License/Occupational Tax permit.

- TO RENEW AN EXISTING STR CERTIFICATE.** It is a property owner's responsibility to renew on-time. STR Certificates expire at the end of the calendar year 12/31.
- Please submit the following items 30 days prior to expiration to prevent cancellation of STR status:
 - STR Application -
 - Please Provide: STR Certificate # _____
 - Address: _____
 - Copy of the Occupational Tax permit - Cannot be expired
 - Proof of Insurance ***indicating the property is used as a short-term rental***
 - Non-refundable renewal annual fee as set by Town Council – 1/12/22 - \$580.00.
 - STR Agent Written Certification Form, ***Adjacent neighbors must receive updated notification***

SUBMIT STR APPLICATION(S), REQUIRED DOCUMENTS & APPLICABLE FEES TO:

US MAIL: 2821 River Drive, Thunderbolt, GA, 31404

IN PERSON: 2821 River Drive, Thunderbolt, GA, 31404

FEES: Check or money order made payable to the Town of Thunderbolt; must mail payment to and reference STR Permit # and/or address on payment

PROPERTY OWNER INFORMATION

If the owner is not a natural person, the applicant will need to identify primary partners, officers and/or directors of any such entity, including personal contact information.

Property Owner Name(s): _____

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

Property Owner Alternate Phone: _____ Email: _____

SHORT-TERM RENTAL UNIT INFORMATION

Address of STVR Property: _____

Number of Bedrooms: _____ Number of Off-Street Parking Spaces: _____

Attach a drawing showing location of parking in relation to the STR unit

Location of Off-Street Parking Spaces: _____

If off street parking or distant parking is contracted with another party attach contract for parking

Must complete even when the property owner will act as their own rental agent

RENTAL AGENT CONTACT INFORMATION

Rental Agent Name: _____

Address: _____

24-hour Contact telephone Number: _____ Email: _____

STR BUSINESS LOCATION INFORMATION

A building inspection, building permit, site plan, and/or a Zoning Board of Appeals application may be required to complete the approval process for STR Certification.

Please check all applicable statements:

- Under New Construction
- You are adding or changing heating, ventilation, air conditioners, or refrigeration.
- You are making changes to the dwelling, i.e., add or remove walls, doors, windows, stairs
- You are adding or changing plumbing, i.e., sinks, toilets, showers, bathtubs
- You are adding or changing electrical, i.e., new lights, switches, outlets

Property Identification Number: _____

Previous Business Use at this location: _____
(please state "single family home," if applicable)

Identify the Zoning District where the Property is Located:

The property is: Owner Occupied Non-Owner Occupied

Owner-occupied property refers to real property which contains one or more dwelling unit(s) where the principal dwelling unit must be occupied by the property owner and constitute his/her primary and usual place of residence. The dwelling units must share the Property Identification Number assigned by the Chatham County Board of Assessors.

[SPACE INTENTIONALLY LEFT BLANK]

PROPERTY OWNER ACKNOWLEDGMENT & SIGNATURE PAGE TO FOLLOW

PROPERTY OWNER ACKNOWLEDGEMENT

I, _____
(Property Owner)

- (1) Acknowledge The Town of Thunderbolt's *Short-Term Rental ordinance*, has been reviewed and that I understand its requirements, and will comply with the regulations contained within said ordinance including the GNP;
- (2) Agree to use my best efforts to assure that use of the premises by STR occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- (3) Certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct.
- (4) Further, I understand that (1) any zoning commission or Mayor and Council approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances;
- (5) It is the responsibility of every business owner or operator to make certain that the type or nature of business activity being conducted at any location in the Town of Thunderbolt is permitted by and conforms to the Zoning Ordinance and Building Regulations of the Town before signing a lease/contract and before operating the business;
- (6) I understand that all construction work will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc. Working without a permit may result in a penalty / fine subject to code enforcement;
- (7) I Authorize the Town of Thunderbolt to verify information provided in the application.

Signature of Property Owner

Date

Print Name

FOR OFFICE USE ONLY

New Application _____ Renewal _____ Zoning District _____ Use Name _____

STR Certificate # _____ Check #/MO _____ Reviewer _____ Date Reviewed _____

Approved Denied COMMENT(S): _____

SHORT-TERM RENTAL (STR) RENTAL AGENT (AGENT) WRITTEN CERTIFICATION

Address of STR Property: _____

Name of STR Property Owner: _____

STR Agent Name: _____

STR Agent Address: _____

STR Agent 24-hour phone: _____ Agent Email: _____

I, _____ (Agent) representing _____ (Property Owner) am charged with the following duties and responsibilities for maintaining good relations between guests residing in the above-named property and the Town of Thunderbolt. As the short-term rental agent, I will:

1. Be reasonably available to handle any problems arising from use of the short-term rental unit;
2. Appear on the premises of any short-term rental unit within two hours following notification from the Town of issues related to the use or occupancy of the premises. A designee may be suitable in certain circumstances. This includes, but is not limited to, notification that occupants of the STR unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the Town of Thunderbolt Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in the Town’s ordinance, to include revocation of the STR registration and certificate. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
4. Monitor the short-term vacation rental unit for compliance with Town Ordinances.

I verify that I am a natural person and am over the age of 18 years old. I also acknowledge that I have reviewed, understand, and will comply with Town Ordinances, rules and regulations.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any zoning commission or Mayor and Council approval issued, based upon false information or misrepresentation provided by the property owner, will be null and void and subject to penalty as provided by law and ordinances.

Signature of STR Rental Agent

Date

If the STR rental agent changes temporarily or permanently, the property owner must notify the Town Administrator / Designee in writing of the new agent’s identity, via the STR rental agent certification page. Only one STR agent may be in place at any given time.



SHORT-TERM RENTAL (STR) CODE COMPLIANCE VERIFICATION FORM

The Town of Thunderbolt has developed this form for the use of a residence rented as a short-term rental which is considered a lodging establishment. The following minimum safety guidelines are recommendations only, and should not be construed to be all-encompassing. The property shall comply with all aspects of the most current International Property Maintenance Code and Existing Property Code.

Primary Exit:

1. At least one exit door with direct access to the outside, or to a protected corridor in the case of a condominium or apartment building, should be provided per dwelling unit.
2. The exit door should be side hinged and not less than 3 feet wide x 6 feet 8 inches tall.
3. A landing should be provided on each side of an exterior exit door. The landing width should not be less than the door served, and should be a minimum of 36 inches measured in the direction of travel.
4. The exit door should open from the inside without the use of a key, tool or special knowledge.
5. Handrails should be provided on at least one side of each continuous run of stairs.
6. Stairs and decks should be properly constructed and maintained.

Emergency Escape and Rescue Openings:

Basements and every sleeping room should have at least one operable window or door leading directly to a public street, public alley, yard, court. Commercial buildings with three or more condominiums or apartments protected by an operational sprinkler system are exempt from having emergency escape openings.

Windows used as emergency sleeping room exits should have the following:

- Window sill height should not be higher than 44 inches above the floor.
- Minimum clear window opening of 5.7 square feet or 5 square feet if at ground level.
- Minimum clear window opening height, 24 inches.
- Minimum clear window opening width, 20 inches.
- Windows should be operational from the inside of a sleeping room without the use of keys, tools or special knowledge.
- Bars, grills, and similar devices are not recommended over rescue openings. If present, they must open from the inside without the use of keys, tools or special knowledge.
- Windows under decks should fully open and have a minimum 36-inch-high direct path to a public street, public alley, yard or court.



Smoke Alarms:

1. One listed 10-year battery smoke alarm is recommended inside and outside of each sleeping room and on each additional story of the dwelling, including the basement.
2. ANSI/UL 2034 listed or CSA 6.19 carbon monoxide alarms should be installed in the general vicinity of each sleeping area.

Fire Extinguishers:

1. A minimum of one portable, 5-pound type ABC fire extinguisher per floor should be provided and maintained.
2. It is recommended that one fire extinguisher be placed in the kitchen area.

In addition to the recommendations above, it is highly recommended that mechanical, electrical and plumbing professionals inspect the building systems to ensure they are in good working order.

The owner acknowledges that the residence was not designed, constructed or inspected as a commercial lodging establishment. All of the foregoing information is hereby given and all of the foregoing statements are hereby made on oath, willfully, knowingly, and absolutely, and the same is and are hereby sworn to be true under penalty for false swearing, as provided by law.

I, _____, having been administered a lawful oath or affirmation, hereby certify under penalty of false swearing (O.C.G.A. § 16-10-71) that the above information is true and correct.

Property Owner's Signature

Date

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

Notary Public



SHORT-TERM RENTAL (STR) EXEMPLAR RENTAL AND GOOD NEIGHBOR AGREEMENT

Welcome to Thunderbolt! Vacation Rental owners and the Town of Thunderbolt are committed to providing you with the very best experience. In addition, we work closely with our neighbors to ensure the quality of life that residents and visitors both expect. Included herein is information regarding neighborhood policies and local laws and regulations. Please keep in mind that violations of any of these rules can lead to fines or even eviction without refund. We know that you'll do your part to be a great neighbor in Thunderbolt!

Please be mindful of the Town of Thunderbolt's Noise Ordinance. As you are staying in a residential area, we would like to remind you to observe neighborhood quiet times between the hours of 9pm-8am. Please remember that sound carries very well throughout Thunderbolt, most especially in courtyards, porches, patios, and verandas.

Guests must not exceed the listed occupancy of each property.

Guests must not exceed the maximum parking allotted to each property. Guests must park only in designated parking places.

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

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

Thunderbolt has very strict litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles. Help keep Thunderbolt beautiful!

Household trash and recycling must be placed in collection carts specific to the property. Trash bags and recycling may not be left outside of the collection carts, left on porches, or left in lanes.

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



Helpful Hints for your Stay in Thunderbolt:

9-1-1 is the phone number for emergency services in the Town.

Thunderbolt is a walking Town and our Town and parks are best enjoyed on foot. As in most cities, Jaywalking is punishable by a fine; Obey all pedestrian signals and signage.

Bicycles are a great mode of transportation in Thunderbolt; however, bicycles are prohibited in parks, and sidewalks throughout the Town.

If you happen to be locked out of your property, please contact your rental agent. Neighbors and surrounding businesses do not have spare keys to the property.

Short-Term Rental Occupant/Guest

Date

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
PERTAINING TO RENTAL PROPERTIES
WITHIN THE TOWN OF THUNDERBOLT, GEORGIA
Pertaining to the Registration of Short-Term Rental Property. Providing for
purpose and intent; providing for definitions; providing for
aforementioned rental properties; providing for enforcement and
penalties; providing for severability and an effective date.

WHEREAS, the duly elected governing authority for the Town of Thunderbolt, Georgia is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Thunderbolt, Georgia; and

WHEREAS, the duly elected governing authority for the Town of Thunderbolt, Georgia, is the Mayor and Council thereof; and

WHEREAS, the duly elected governing authority recognizes that in order to maintain the health, welfare and safety of the community and in particular the residential character of many areas of the Town that there should be a limit to the number of short-term rental properties located in a Town the size of the Town of Thunderbolt; and

WHEREAS, the governing authority desires to adopt ordinances under its police, zoning, and home rule powers; and

WHEREAS, in order to ensure that property owners of short-term rental properties are notified of code violations, or conditions that may be deemed hazardous to health and safety of occupants or other residents, it is necessary for the Town to maintain current and accurate contact information for such property owners; and

WHEREAS, the Town of Thunderbolt desires to create a new ordinance to be designated the Short Term Rental Ordinance of the Code of Ordinances; and

WHEREAS, following extensive debate and review on the matter of short-term rentals, the Town Council has determined that the regulation of rental properties for short term rentals is appropriate in order to protect the health, welfare and safety of the general public and the citizens, residents and visitors to the Town of Thunderbolt.

NOW, THEREFORE, it is hereby ordained by the governing authority of the Town of Thunderbolt in open meeting that the following shall be known as the "Thunderbolt Short Term Rental Ordinance" and shall be referred to herein as "this Ordinance" which shall read as follows

CHAPTER 6: - BUSINESS REGULATIONS

ARTICLE III: - RESIDENTIAL RENTAL PROPERTY

Sec. 6-301 Purpose and Intent

(a) *Purpose and intent.* The purpose and intent of this section is to establish a registration process to address the short-term rentals within the Town of Thunderbolt. It is the Town's further intent to establish a short-term rental property registration program as a mechanism to protect neighborhoods from an overabundance of short-term rental structures within the Town and to regulate such businesses in all zoning districts but especially in residential zoning districts and at the same time authorize appropriate short term rental qualification that promote tourism. The Town's additional intent is to ensure the collection of regulatory fees and/or occupation fees and/or any other applicable fee or tax of such units designated as short-term rentals.

(b) *Definitions.* For the purposes of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

"Dwelling" shall have the same meaning as provided in Thunderbolt Zoning Code Ordinance, Article III.

"Lease or rented" shall mean any arrangement, by written agreement or otherwise, in order to lease, sublease, rent, license, sublicense, or allow occupancy of a short-term rental property.

"Owner" shall mean any person having legal or equitable interest in any short-term rental property.

"Lot" shall mean the developed or undeveloped tract of land legally transferable as a single unit of land.

"Parcel" shall mean a unit legally transferable under the definition of a "lot", or within a lot and shall include but not be limited to a condominium unit, apartment unit or Town home.

"Agent" shall mean a specified party to be responsible in complying with the requirements of this and any other ordinance or applicable laws. The agent will be a local contact person who shall be available at all times to respond to complaints regarding the condition, operation, or conduct of occupants. An owner may be the agent of record.

"Maximum Occupancy" shall mean the total approved number of residents allowed to reside, live, or occupy on an overnight basis. For purposes of this ordinance, maximum occupancy pertaining to short term rentals for one-to-two-bedroom dwellings shall be four, for three or more-bedroom dwellings, multiply the number of bedrooms times two to equal the maximum occupancy.

"Short-term Vacation Rental" or "STVR" or Short Term Rental or STR shall mean an accommodation for guests where, in exchange for compensation, a residential dwelling unit or a part of a residential dwelling unit is provided for lodging for a period of time less than thirty consecutive days. Such use may or may not include an on-site manager. For the purposes of this definition a residential dwelling shall include all housing types and shall exclude bed and breakfast accommodations as they are defined by other ordinances of the Town Thunderbolt. All such accommodations shall comply with all the provisions of this ordinance.

(c) Registration of short-term rental property required.

- (1) The owner of any short-term rental property located in the Town of Thunderbolt, or an affiliated subscription service recipient shall be required to register each said property with the Town of Thunderbolt through the Town Administrator or his designee, on forms provided by the Town via the Town website, or in person at Thunderbolt Town Hall.
- (2) The registration by the owner shall provide the Town with contact information for the short-term rental property, including, but not limited to, legal name of the owner, physical and mailing address of the owner and the property to be used as a short term rental, property or site agent, individual or company name, e-mail address (if applicable), telephone contact number for the owner, agent, and any other person or entity responsible to respond to any nuisances, code violations, and emergencies that may arise at the residential rental property.
- (3) The registration form submitted by the owner shall include, but not be limited to, the number of bedrooms, maximum occupancy, number and location of on and off-site parking (with a drawing showing such parking in relation to the STR structure).
- (4) The registration form shall include any other information deemed imperative to ensuring enforcement of this ordinance as requested by the Town Administrator or his/her designee.

- (5) The owner shall maintain current contact information with the Town and is required to notify the Town via written notice within thirty (30) days after any changes to the registration information provided to the Town. In the event ownership of the short-term rental property changes, the new owner shall register said property with the Town within thirty (30) days from the date of such ownership transfer in accordance with Subsection (c) (2) above.
- (6) The owner and / or agent shall not be relieved of any personal responsibility or liability for noncompliance with any applicable law, rule, or regulation pertaining to the use and occupancy of the short-term rental property.
- (7) The owner shall annually register, and obtain a business license for the short-term rental property by December 31st, of each successive year after initial registration.
- (8) The owner shall register each lot/parcel used as a Short Term Rental unit as a business, and receive a business license for each such unit.
- (9) The information requested on the application form to register a Short Term Rental shall be considered a requirement of this ordinance and if any of the information on the application is not approved as reasonable by the Town Administrator or his/her designee the application shall be rejected until the application has sufficient information provided so that the Town Administrator or his/her designee can approve the location, number of STR units at the location, parking and other requirements reasonable as a location for a short term rental.

Sec. 6-302. Application

- (a) Within 90 days of the effective date of this Ordinance, no person shall rent, lease or otherwise exchange for compensation all or any portion of a dwelling unit as a short-term rental without the owner or rental agent first obtaining a business license, occupation tax certificate and registering each rental unit with the Town. In addition, all STR owners must have a state sales tax certificate (number).
- (b) All rental units must be in compliance with the 2018 International Property Maintenance Code (IPMC), or the latest edition as applied by the Town of Thunderbolt.

Sec. 6-303. Registration Fee/ Renewal

- (a) The rental application shall be accompanied by an initial registration fee and subject to an annual registration fee for STR's by every December 31st. thereafter,
- (1) The initial rental registration fee for STR's shall be in an amount as set by the Mayor and Council from time to time and contained on a schedule for

such fee maintained by the Town Administrator. The initial registration fee is due to be paid upon registration and will be valid until December 31st of the year in which the fee is paid unless the fee is due and paid in December in which event the fee will be valid until December 31st of the following year.

- (2) The annual fee thereafter shall be in an amount as set by the Mayor and Council from time to time and contained on a schedule for such fee maintained by the Town Administrator.
- (b) Each property shall be issued a registration number.
- (c) Failure to register as prescribed by this law will result in a fine up to \$250.00 for each day that the unit continues to operate without proper and approved residential rental registration and business license registration.

Sec. 6-304. Good Neighbor Policy

The Town shall make available on its website a list of STR good neighbor policies which owners or agents shall furnish to their tenants..

Sec. 6-305. Signs

- (a) Advertisement is prohibited on the property site.
- (b) STR Signage shall be placed on the street address side located no further than four feet from the outer most edge of the front door entry, or otherwise located at such location as approved by Town staff.
 - 1. Said signage shall be no less than 18" by 24", and no larger than 24" by 24", and in good taste, subject to code enforcement review and approval.
 - 2. Signage shall include the address of the STR, and a 24-hour emergency contact name and phone number.

Sec. 6-306 Taxes/Fees

Short-term rental owners are responsible that all applicable taxes to include but not limited to state sales, town taxes, and regulatory fees as well as hotel /motel taxes, if applicable, are paid. The Town may seek to enforce payment of all applicable such taxes or fees to the extent provided by law, including injunctive relief.

Sec. 6-307 Compliance

- (a) Any violation of the terms and conditions of this ordinance, other ordinances of the Town, or multiple violations of the good neighbor policy may be grounds for the Town to revoke, after notice to the owner and agent

of record, the short-term rental registration / accompanying business license.

- (b) Such revocation may occur following a notice being delivered to the property owner and/or agent or agency managing the property from the Town Manager or his/her designee.
- (c) An administrative hearing conducted by the Town Administrator or his/her designee will be held. Following such a hearing, or an effort to hold such a hearing in the event that the owner, occupier, or agent does not appear, the administrator / designee is authorized to suspend, revoke, place on probation with restrictions, or take other appropriate action with regard to the permit, business license, tax certificate etc., for that location. The owner, occupant, or agent may appeal the decision to the Superior Court of Chatham County, but in the absence of a court order providing otherwise, the decision of the Administrator or his/her designee goes into effect immediately, and an appeal does not act as a supersedeas.

Sec. 6-308 Exclusions

- (a) Mobile homes, Trailers, recreational vehicles, motor homes, tiny homes and boats are not approved as STR's.
- (b) The number of allowed Short Term Rental registrations allowed within the Town limits shall be 70. Each approved registration, except for owner occupied STR, shall be counted towards the maximum number of registrations allowed. There shall be one registration for each street address. Applications shall not be submitted with a P.O. Box but shall state the actual street address of the location of the STR.

Sec. 6-309 Effective date/Implementation

- (a) This ordinance shall become effective as of the date approved by the Mayor and Council but in order to allow time for communication to the public and time for registration there shall be no enforcement of the provision of this ordinance until after 3/1/22. A good faith effort shall be made to provide permits to those persons or entities presently operating a STR with persons or entities contemplating a STR but not actually operating a short-term rental being placed on a waiting list to receive a permit. Such persons on a waiting list will be placed on the list based on the time they fully completed an application / registration form.

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, of Thunderbolt, Georgia, and the sections of this ordinance may be renumbered if necessary to accomplish such intention.

This Ordinance shall become effective on _____ day of _____, 2021.

ADOPTED THIS ____ DAY OF _____ 2021

MAYOR