City of Clarkesville
Short-Term Rental License
PO Box 21, Clarkesville, GA 30523
706-754-4216

Rental Property Owner Information		
Owner or Business Name:		
Home Address:		
Mailing Address:		
Email:		
Business Type: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC		
FEIN or SSN:	GA ID#:	GA Sales Tax #:
Rental Property Information		
Map/Parcel:	No. of Units on Parcel:	
911 Address:		
Local 24/7 Emergency Contact Information		
Name:	Phone:	
Address:	Email:	
Management Company (If utilized)		
Management Company Name:	Phone #:	
Address:		

Certification:

By signing below, I certify the following:

- I have received, read and agree to comply to the rules, regulations and ordinances of the City of Clarkesville.
- Emergency contact – I have provided the City of Clarkesville with the local contact (responsible party) information. This person designated by me as the responsible party shall be available twenty-four hours per day, seven days per week for the purpose of responding within two hours to complaints related to the short-term rental and taking remedial action to resolve such complaints. If this information changes, the City shall be immediately informed of the contact information of the new local contact (responsible party). Failure to have a readily available local contact (responsible party) is a violation of this code.
- The information provided above is correct and true to the best of my knowledge and that I am duly authorized by the business named to file this application.
- That there are no outstanding financial obligations (property taxes, utility accounts, etc.) to the City of Clarkesville.
- That 5% lodging tax will be remitted monthly to the City of Clarkesville for this property by (check all the apply):
  ☐Owner ☐Management Company ☐VRBO ☐AirBnB ☐Other: _____

Signature: Title: Date:

In order to complete this application, you will need the following documents on-hand to submit with this application.
Only completed applications with the following documents will be accepted.

- Copy of Driver's License
- Georgia Sales Tax Number
- Screenshot of advertisement from all marketplace facilitators utilized (VRBO, AirBnB, etc.)
- Proof of commercial or specific short-term rental insurance for the property or properties
- Copy of house rules
- Payment of $80.00 license fee
- Certificate of Inspection from the Planning & Zoning Department and one-time payment of $200.00

Each parcel will require a separate license and inspection.

The Short-Term Rental License must be renewed each year at the current license fee.

O.C.G. A. § 50-36-1(e)(2) AFFIDAVIT

By executing this affidavit under oath, as an applicant for a Business License, as referenced in O.C.G.A. § 50-36-1, from the City of Clarkesville, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1. _____ I am a United States Citizen.

2. _____ I am a legal permanent resident of the United States.

3. _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 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: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G. A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____

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.

Executed this the _____ day of _____, 20____ in_____(city), _____(state).

_____
Signature of Applicant

_____
Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____DAY OF _____, 20____

_____
NOTARY PUBLIC

My Commission Expires: _____

Section 732. Amended 4/8/24 Short-term Rentals; Purpose.

The purpose of this article is to establish regulations for the use of a residential structure or any part thereof as a short-term rental in the City of Clarkesville while minimizing the negative, secondary effects on surrounding properties, to ensure proper safety precautions are in place, and to facilitate the collection and payment of hotel/motel taxes as allowed by state law and city code.

Section 733. License required.

It is unlawful for any person to operate or advertise as a short-term rental within the city without a valid business occupational tax license, and authorization to collect hotel/motel tax.

Section 734. Permitted uses.

- Short-term rentals are allowed as a permitted use in DB Downtown Business District and HB Highway Business District. Short-term rentals in the Downtown Business District shall not be permitted on first-floor or street-level spaces.
- Short-term rentals are allowed as a conditional use in R-1 Residential Single-Family, R-1A Residential Single-Family, R-1B Residential Single-Family, R-2 Residential Multi-Family, PRO Professional, and CB Community Business Districts. Short-term rental properties in these districts will have to acquire a conditional use permit through the process outlined in this ordinance and obtain an occupational tax license and hotel/motel tax authorization certificate, prior to renting the property.
- Short-term rentals are prohibited in R Single-Family Residential, INS Institutional, and M-1 Light Industrial Districts.
- Conditional use permits for short-term rentals will not be issued to property owners in subdivisions unless short-term rentals are specifically allowed by the subdivision or homeowners association covenants - or with a signed majority of the homeowners in the subdivision if there is no homeowners association.

Section 735. Applications and Location.

Short-term rental conditional use permit applications have to comply with Appendix D, Section 3 of the Zoning Ordinance and in addition: Acknowledge that the applicant will keep the total number of guests to that number which can safely stay on the premises and that the applicant may be subject to the State of Georgia's fire safety code regulations.

- Certify that there are no deed restrictions and/or covenants on a property that prohibit the use of the property as a short-term rental.
- Certify that the owner has commercial or specific short-term rental insurance for the property.
- Attest by the Zoning Administrator or third-party inspector that short-term rentals meet applicable International Building Codes, International Fire Code regulations, and NFPA 101 Life Safety Codes. Refer to Clarkesville's Certificate of Occupancy/Pre-Fire Plan Checklist for common items that are required.
- Short-term rentals must be located at least fifteen hundred (1,500) feet from an existing short-term rental. This measurement is from property line to property line.
    - Exceptions to this distance requirement for businesses in operation at the time of adoption of this ordinance, may be allowed during the Conditional Use approval process.
    - Conditional Use and the Occupational Tax license will expire upon change of ownership.

Section 736. Short-term rental requirements.

This section applies to all short-term rental properties in the City of Clarkesville. It is in addition to any rules that the property is subject to via any land covenants, homeowner association covenants, subdivision rules, etc.

Parking. Vehicles shall not be parked on any public right-of-way so as to hinder access to such and shall not be parked along any roadways which would cause safety issues, hinder access to such roadways or be in violation of any laws, subdivision rules, etc.

Solid waste/trash. Trash and refuse shall not be left or stored in such a way that would cause safety issues, hinder access to the public right-of-way, violate subdivision rules, etc.

Noise. Short-term rentals shall not violate any noise or sound regulations, subdivision rules, etc.

Hours of operation. Check-in/departure and other rental-related activities should occur between 3 p.m. and 10 p.m.

Additional information. Short-term rental owners or responsible parties must provide the City of Clarkesville Clerk's office with the following information:

1. Full contact information for a local contact (responsible party) who is available 24 hours a day to respond within two hours to any complaint about the property or guest behavior.
2. The 911 address for all properties owned/operated by the occupational tax license owner or responsible management company within the City of Clarkesville.
3. Certify that there are no unpaid financial obligations to the City of Clarkesville.
4. Business occupation tax certificate and hotel/motel tax authorization certificate must be prominently displayed at the property.

Section 737. Violations.

All violations will be dealt with in accordance with article XXVI of this Ordinance.