



CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION

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Any section of this application marked with a Star (★) is not required for STR properties located in zoning districts other than R-1, R-1-B, or R-2. If the property is not zoned R-1, R-1-B, or R-2, please disregard these sections.



CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Occupational Tax Certificate

STR OTC/Business License #

(Please attach a copy of your approved OTC or OTC Exemption Form to this document for the STR named in this application)

PIN #

(This is the parcel ID # associated with the physical address of the STR property named in this application)

Legal Address:

Street:		
City:	State:	Zip:

(This is the address listed on the deed or tax documents and associated with the parcel ID # above)

Zoning:

(This is the zoning district associated with the legal address and parcel ID # above)

Most of the information needed to complete this page can be found at the Chatham County Board of Assessor's website at <https://boa.chathamcountyga.gov/>.

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Zoning Requirements

1. If the STR property being applied for is located in zoning districts R-1, R-1-B, or R-2, please complete this application in its entirety. *Any missing information may delay the application process.*

2. Any section of this application marked with a Star (★) is not required for STR properties located in zoning districts other than R-1, R-1-B, or R-2. If the property is not zoned R-1, R-1-B, or R-2, please disregard these sections.

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Authorization Letter

Tybee Island Code Compliance Office
Short-Term Rental Coordinator,

Date: _____

I, _____, the owner of the property located at
(Print or type the property owner's legal name)

_____, hereby confirm that I have thoroughly
(Physical address of the STR property)
reviewed and understand all sections of the Short-Term Rental (STR) application.

In addition, I authorize _____
(Name of person or Management Company to be authorized)

to act on my behalf in completing all necessary information for the Short-Term Rental application process.

Please contact me if you require any further clarification.

Sincerely,
Property Owner's Full Name: _____

Property Owner's Signature: _____

Property Owner's Contact Information:

Phone: _____ Email: _____

Address:
Street: _____
City: _____ State: _____ Zip: _____

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Legal Owner(s)/Address

Please list the legal owner or owners of the property named in this application:

Legal Owner(s) of STR Property:

Physical Address of STR Property:

Unit #:

Owner's Mailing Address:

Street:

City: State: Zip:

Owner's Phone Number:

Owner's Cell:

Owner's Email Address:

Please, indicate in this space whether the above listed owner or owners is a:
If other please indicate type here:

Please list the name and contact information for any of the following:

- ***Any owner listed on the tax records.***
- ***Any partnership with an ownership interest in the property.***
- ***Any corporation, LLC, or trust with an ownership interest in the property.***
- ***All officers, shareholders, members, partners or beneficiaries with an interest in any partnership that has an ownership interest in the property.***

Name:
Address: (Street)
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Phone: <input type="text"/> Cell: <input type="text"/>
Email: <input type="text"/>

Name:
Address: (Street)
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Phone: <input type="text"/> Cell: <input type="text"/>
Email: <input type="text"/>



**CITY OF TYBEE ISLAND
SHORT TERM RENTAL APPLICATION
Legal Owner/Address (continued)**

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		
Name:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

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**CITY OF TYBEE ISLAND
SHORT TERM RENTAL APPLICATION
Legal Owner/Address (continued)**

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		
Name:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

Name:		
Address: (Street)		
City:	State:	Zip:
Phone:	Cell:	
Email:		

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Property Manager

Owner/Self-Managed

By checking the box above, I am acknowledging that I am the owner of the property in the STR application and do not employ the services of a management company.

Note: This can change at any time by notifying the Tybee Island STR Coordinator at strhelp@cityoftybee.gov

If you do utilize a management company or a third party manager, please complete the section below.

Property Management Company Name:

Property Management Company Physical Address:

Street:		
City:	State:	Zip:

Property Management Company Mailing Address:

Street/P.O. Box:		
City:	State:	Zip:

Property Management Company Phone Number:

Property Management Company Email Address:

OTC # _____ (This is the OTC # for the Property Management Company, not the OTC # for the STR address being applied for in this application)

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Short-term Rental Agent/ Emergency Contact

Owner Name:

By checking this box, I attest that I am the owner of the property named in this Short-Term Rental (STR) Application and I will be the Emergency Contact for the STR property applied for.

Owner's Emergency Contact Phone Number:

Day:	Night:
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Non-Owner Emergency Contact Information

Name of Emergency Contact:

Email of Emergency Contact:

<input type="text"/>	<input type="text"/>
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Non-Owner Emergency Contact Phone Number:

Day:	Night:
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The Code of Tybee Island Georgia:

Sec. 4-051.1, formerly Sec. 34-260. - Purpose and intent

(c) An owner shall be required to designate an agent for any short-term rental unit, whose responsibility it will be to comply with the requirements of this section on behalf of the owner. The owner may be the agent.

(d) "Short-term rental agent" is a local contact person designated by the owner who shall be available at all times to respond to complaints regarding the condition, operation, or conduct of occupants of the STR. Such person is customarily present at a location within the city for purposes of transacting business, and is responsible for taking remedial action to resolve issues within one hour.

(e) The owner or agent shall not be relieved of any personal responsibility or personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of the residential dwellings unit as a short-term rental unit.

By initialing this box, I acknowledge I have read and understand this page.



CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Property Demographics & Fee Schedule

Parcel ID #:

Physical Address of STR Property:

Street:	Unit #:	
City:	State:	Zip:

Number of Bedrooms:

(This number should match the tax records. If not, please supply documentation showing why it doesn't)

Maximum Occupancy:

(This is calculated as two (2) adults per BR + 2)

Total Regulatory Fee Amount Due:

This is calculated as \$200.00 base fee +

Total occupancy of one to five persons—\$10.00 per person.

Total occupancy of six to ten persons—\$15.00 per person.

Total occupancy of ten or more persons—\$20.00 per person.

(Example: a 5 BR house would have a max occupancy of 12 and would need to pay \$200.00 + \$20.00 per person (\$240.00) for a total of \$440.00).

(See City Ordinance Sec. 4-051.3 on the next page for details.)

Number of Parking Spaces:

(Please include a Parking Plan with photos or drawings showing the number of spaces and the orientation on the property)

Sec. 4-051.3, formerly Sec. 34-262. - Regulatory fee/renewal.

(f) Each applicant will pay a regulatory fee that is determined based upon the occupancy of the property to which the short-term rental application applies. Every applicant will pay a \$200.00 base fee. In addition to the base fee, each applicant will be responsible for an additional occupancy fee based upon the rental unit's occupancy. As part of the application, the applicant shall disclose the total occupancy for the rental unit. A fee will be charged for each person under the tiers below:

Total occupancy of one to five persons—\$10.00 per person.

Total occupancy of six to ten persons—\$15.00 per person.

Total occupancy of ten or more persons—\$20.00 per person.

By initialing this box, I acknowledge I have read and understand this page.

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Signage Requirements

All Short-Term Rental properties are required to have a sign which meets the requirements of the city ordinance below.

The Code of Tybee Island Georgia:

Sec. 4-051.5, formerly Sec. 34-264. - Signs.

All one- and two-family STR units shall post a sign that shall be visible and legible from the address side of the street listing emergency contact name and phone number. The emergency contact name and number shall be the STR agent as required by [section 34-260\(d\)](#) unless otherwise specified and approved by the city staff and any rental agency involved. Such sign shall not be less than 18 inches by 24 inches and shall not exceed 24 inches by 24 inches. The purpose of the required sign is to enable officers and third parties to identify appropriate contacts for issues with the property and/or the occupants and, therefore the sign shall be located in such a location that it faces the street which is listed as the real property address or otherwise located at such location as approved by staff consistent with that purpose. The view of the sign shall not be obstructed by fencing, cars, vegetation, etc.

Multi-family units shall post a sign which shall be visible and legible from a publicly accessible area outside the unit listing the required emergency contact name and phone number. Signs for multi-family units shall be eight and one-half inches by 11 inches. All such signs shall be located no further than four feet from the outer most edge of the front entry door or otherwise located at such location as approved by city staff consistent with that purpose. Multi-family units may have one additional sign on the exterior of the property which complies with the standards of the one and two family STR unit for the purposes of advertising, branding and way finding.

To the extent that the requirements herein are inconsistent with the sign ordinance the provisions hereof shall control in the case of short-term rental properties and shall supersede any inconsistent provisions of homeowner association agreements or policies or condominium association agreements or policies pertaining to signage.

By initialing this box, I acknowledge I have read and understand this page.

For Staff Use Only



**CITY OF TYBEE ISLAND
SHORT TERM RENTAL APPLICATION
Liability Insurance**

Please attach a copy of the liability insurance declaration page, showing coverage for the STR property being applied for as required by the city ordinance below.

The Code of Tybee Island Georgia:

Sec. 4-051.2, formerly Sec. 34-261. - Application.

(7) Proof of liability insurance shall be required along with evidence that the insurance company knows the property is being used as a short-term rental property.

By initialing this box, I acknowledge I have read and understand this page.

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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Sale or Transfer of Ownership

Has there been a transfer, sale or conveyance of all, or any portion of or interest in, your STR property in an R-1, R-1-B, or R-2 zone since June 14, 2024? YES ___ NO ___

(The definition of "Transfer" included in Tybee Code of Ordinances 08-2024 is included below)

If you answered YES above, please fill out the applicable section below:

On *(insert date here)* _____, the above listed property, or any interest in the property, was conveyed to *(insert name of individual or entity here)* _____.

On *(insert date here)* _____, the following shareholder, member, partner or beneficiary *(insert name here)* _____, conveyed all or any portion of his or her interest in the corporation, LLC, partnership or trustee with ownership interest in the Property, to the following individual or entity _____.

**(please fill out additional forms if additional transfers occurred)*

Ord. 08-2024 defines "transfer" as: "A conveyance of all, any portion of or any interest in the title to an "STR Property" or the conveyance of any proprietary or beneficial interest in any trust or artificial entity (i.e., LLC, partnership, corporation) which owns or holds record title to an STR Property; provided, however, that in the event an STR Property is owned in whole or part in cotenancy or by an artificial entity which has more than one cotenant, beneficiary, member, partner or shareholder, then a conveyance of an interest in that owner to another then existing interest holder of that owner (so that the number of interest holders in that owner is reduced) shall not be considered a Transfer."

Please sign below to affirm that the above information is true and correct:

Signature of Owner or Representative:

Print Name of Owner or Representative:

Date:



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CITY OF TYBEE ISLAND SHORT TERM RENTAL APPLICATION Proof of Rental Income

Physical Address of STR property being applied for:

Street:		
City:	State:	Zip:

Was this property rented for short-term rental occupancy prior to October 13 2022?

Please Check: Yes No Unknown

Name of owner:

Name of Manager or Management Company:

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Please submit documentation showing proof of at least sixty (60) days of rental income during previous calendar year. This documentation should list dates and gross amount of rental income received.

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Acknowledgment of City Rules & Regulations

STR Permit *#: _____ (***IF** multiple permit applications see attached list)

BY CHECKING THE FOLLOWING, THE UNDERSIGNED AFFIRMS THAT EACH STATEMENT IS TRUE AND CORRECT:

The Undersigned affirms that all of the information provided by the undersigned in connection with the application for a Short-term Rental is true in all aspects.

The Applicant is familiar and in compliance with the Short-Term Rental and the Hotel/Motel tax ordinance and requirements.

https://library.municode.com/ga/tybee_island/ordinances/code_of_ordinancnes?nodeld=1183553

Applicant is in compliance with the insurance requirements of the ordinance.
Reference Section 4-051 (7) formerly 34-261 Application, part (7) of above listed ordinance link.

The Applicant agrees that either he or she, or representative, or agency retained by the applicant will provide renters with copies of:

The City of Tybee Island's Noise Ordinance applicable to the location;

The Beach Rules;

The occupancy limits applicable to the location;

Any parking plan for the location;

The trash pick-up policies;

The Disorderly House Ordinance;

The Good Neighbor policy; and

The Applicant will take reasonable measures to ensure occupants will comply with all such

THE APPLICANT UNDERSTANDS THAT INFORMATION PROVIDED HEREIN AND IN THE APPLICATION IS SUBJECT TO VERIFICATION AND ANY INACCURACIES COULD BE CAUSE FOR THE PERMIT TO BE SUBJECT TO A REVIEW.

Owner Or Property Management Company – Representative

Signature of Applicant: _____

Print Name: _____

Address: _____

Phone: _____

Email: _____