
SPECIAL USE PERMIT APPLICATION

Short Term /

Short Term Vacation Rental

Application, Instructions,
and Information

Troup County
Community Development

PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A PERMIT OR LICENSE WILL BE ISSUED.

First, check to see if the subject property (the property for which the Special Use is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a party to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer should be contacted to assist with the filing. If the requested Non-Conforming Use and/or Structure violates your property covenants, you might become the focus of a civil action. A Special Use approval is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, land lord, or property manager.

For information about obtaining a copy of your subdivision covenants, please contact your Home Owners' Association or the Deeds & Record's Office of the Clerk of Superior Court located at the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.

Troup County, Georgia, Special Use Application

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

The Troup County Zoning Ordinance is the result of many months of planning and public meetings where residents and professionals expressed opinions, desires and beliefs to propose policies. Taking all of these into consideration, the Board of Commissioners ultimately approved the standards outlined by the Zoning Ordinance, and the zoning districts expressed on the Zoning Map. As a result, some land (and structure) uses are permitted 'by right' in the various zoning districts. Others may require approval as a Special Use Permit.

Under Troup County ordinances, a Special Use is typically more intense in nature, approved permanently (unless specifically made temporary by the BOC) and 'runs with the land'.

Uses are either permitted 'by right' in the zoning district, not permitted, or permitted with a Special Use approval. The Permitted Uses Tables are too lengthy to be duplicated here, but may be found in the Troup County Zoning Ordinance.

Special Use Permit Application

Because of the permanency of Special Use Permits, applications for Special Use Permits are heard first by the Board of Zoning Appeals and Planning Commission (BOZAPC) which recommends approval or denial to the Board of Commissioners (BOC). The BOC will consider the following standards:

- The available existing street system is adequate to efficiently and safely accommodate the traffic that will be generated by the proposed use or development.
- The existing public utilities, facilities and services are adequate to accommodate the proposed use or development.
- The use or development will not generate or cause conditions such as noise, light, glare, or odor or similar objectionable features which would reduce the value, use or enjoyment of surrounding properties.
- The use would not have a detrimental environmental impact on the surrounding area.
- The use would not adversely affect the health, safety, and general welfare of the community.

If at any time after approval the Zoning Administrator finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of a special use permit, the permit shall be terminated and the use discontinued until in compliance with the conditions. Each application shall contain a Site Plan of the proposed location to scale, showing the following:

- The general location of all existing structures and property lines;
- Present zoning of adjacent property; the existing use of adjacent property;
- Location of proposed buildings and land use; a legal description of the property; setbacks;
- Parking spaces, if applicable.

Instructions

- Please read the full application packet carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for Special Use Permit for a Short Term / Short Term Vacation Rental requests.
- Uses requiring a Special Use Permit by zoning district are found in the Permitted Uses tables in the Troup County Zoning Ordinance. The Application fees do cover advertising and processing costs, but do not include subsequent applications and/or permits and associated fees that may be necessary. Application Fees are not refundable after advertisements are placed.

Applicant Information

- *Applicant* – this is the person completing the application. The applicant should be the property owner, but not necessarily the proposed resident. A property buyer may apply if an active Purchase Agreement is submitted with the application. Provide the current home address and phone number as well as current mailing address if different.

Subject Property Information

- Assessor parcel number (APN) – available from your deed, property tax bill, or the Property Appraisal Office located at the Government Services Center, or online at the Troup County website (<http://www.troupcountyga.org>).
- Street Address and Zip Code – the physical site address for which the Special Use Permit is requested. If there isn't an assigned street number, provide the street name. If there is no street number or the proposed location isn't part of a subdivision, you will need to apply for an address assignment before any permits and/or licenses are issued.
- Acres – the lot size of the subject property. The Property Record Card (PRC) is considered the official record.
- Conservation Use - If your property is in a conservation covenant, consider conferring with the Property Appraisal Office before submitting your application.
- Zoning District – the zone according to the Troup County Official Zoning Map at the time of the application.
- Present use – list all present uses, include its residential use and any other previously approved special uses.

- Subdivision – Please provide the name of the subdivision, if applicable.
- Zoning/Use of Adjacent Properties – The current zoning district and present use of all adjacent properties.
- Owned or Rented? – Do/will you own or rent the parcel of land for the proposed placement? If you do/will rent, you must provide the owner's name and contact information and the owner must sign the application.
- Property Owners Name and Address – provide information for the property owner. The PRC is the official record to determine the owner of record. If the PRC does not yet reflect current ownership, you may provide additional documentation such as a valid Purchase Agreement, or copy of a recorded deed.
- Authorized Signature – The property owner must sign the application for the Special Use Permit. If the applicant is the purchaser, please provide a copy of the active Purchase Agreement. The Purchase Agreement must remain enforce through the final hearing dates. Properties held in Trust must be signed by the Trust Manager or other legally authorized representative. A legal Power of Attorney is also acceptable.

Additional Information

- Lot or parcel sketch – provide a Site Plan to scale of the lot or parcel of the proposed location. Indicate the length in feet of each property line. Attach a survey if one is available.
- Additional Applicant, Subject Property and Request Information, use the block space provide additional information that might not fit in the provided spaces.
- A copy of an exemplar agreement between the owner and occupant(s) which obligate the occupant to abide by all of the requirements of this Section, and other county ordinances, state and federal law, and that such a violation of any of these rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential liability for payment of fines levied.



TROUP COUNTY
G E O R G I A

Special Use Permit Application Short Term / Short Term Vacation Rental

Community Development
100 Ridley Ave, Suite 1300
LaGrange, GA 30240
Phone: (706) 883-1650 Fax: (706) 883-1653



TROUP COUNTY
G E O R G I A

Case #	Fee Paid \$	Application Date	Receipt #/By
SU / STVR -	<input type="checkbox"/> \$500.00		# /

Please read the following and attached materials before applying.

DISCLAIMER: Please read all instructions carefully. Information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisals Office. Additional permits may be necessary.

Incomplete applications will not be reviewed or processed. Please enter N/A if a question is not applicable. Fees are non-refundable.

APPLICANT INFORMATION

Applicant's Name	Mailing Address	City/State	Zip
Phone 1	Phone 2	Email	

SUBJECT PROPERTY INFORMATION

Assessor Parcel Number	Street Address (street name if no address)	City/Zip	# Acres or SQFT
- - -			
Conservation Land?	Zoning	Present Use	Subdivision
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Zoning/Use of Adjacent Properties

NORTH	SOUTH	EAST	WEST

OWNED / PURCHASING

IF PURCHASED NOT CLOSED AT TIME OF APPLICATION, PROVIDE PURCHASE AGREEMENT OR OWNER MUST SIGN.

Property Owner's Name	Mailing Address	City/State/Zip	Phone
Rental Agent's Name	Mailing Address	City/State	Zip
Phone 1	Phone 2	Email	

The owner's sworn acknowledgment that he or she has received a copy of the short term vacation rental ordinance, has reviewed it, and understands its requirements:

Signature _____

The owner's agreement to use his or her best efforts to assure that use of the premises by short term rental/short term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties:

Signature _____

Additional Applicant, Subject Property and Request Information

Applicant's Signature: _____

Date: _____

Office Use Only

Review Comments

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Conditions & Restrictions to Approved Non-Conforming Use and Structure Request

- Must obtain a Business License & Occupational Tax Certificate.
- Must pay any and all applicable state and county taxes. Any taxes owed to the county as a result of any hotel motel tax shall be paid to the county clerk and any failure to remit the same or to register pursuant to this ordinance shall be subject to the penalties included in [Chapter 1, Section 1-19](#) of the Troup County Code.
- Amplified music is prohibited outside after 10:00 p.m.
- No parking within the public right-of-way.
- Exterior lighting shall be designed to prevent spillover onto adjacent property.
- Any proposed deviations from the approved site plan must be submitted and approved by the zoning administrator.
- Unless lower occupational limits are required by the Fire Marshal after inspection of the dwelling unit, the number of overnight occupants shall not exceed two persons per bedroom plus two additional persons per residence. For purposes of this Section, "bedroom" shall mean a room of no less than 70 square feet, with a door from at least one common point in the residence such as a hallway or living room that can be closed, a closet, and a window. The maximum daytime occupancy (between the hours of 8:00 a.m. and 10:00 p.m.) of any property to be used as a short-term rental/short-term vacation rental shall be maximum occupancy plus two. Only a total of six bedrooms per short term vacation rental may be rented regardless of the total number of bedrooms.
- The owner of a short-term rental shall designate a short-term rental agent on its application for a special use permit for short term rental/short term vacation rental. A short-term rental owner may also serve as the short-term rental agent.

STVR Occupancy Load:		No of Vehicles allowed:	
Proof of Home Owners' Insurance:		Proof of Ownership:	
Copy of an exemplar agreement between the owner and occupant(s):		Site Plan:	
Application	Correct Use Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No Drawing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Taken/Reviewed by	Date
Administrative	Requires new Permitted Use Category? Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning Administrator:	Describe new use needed:	
BOZAPC	Date:	Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Deny:	Vote of:
BOC	Date:	Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Deny:	Vote of:
CHAIRMAN	Name	Signature	Date
Conditions			

• **5.26 - Short Term Vacation Rentals.**

(a) An application for a special use permit (See Article XVI. - Administration, Section 16.21-2) for a certificate for a short term vacation rental as defined in [Section 3.1](#) of Article III of the Troup County Zoning Ordinance shall be submitted, on a form specified by the zoning administrator. Owners shall not allow overnight occupancy to exceed the maximum capacity specified in the short term vacation rental permit. Applications for a short term rental/short term vacation rental permit shall include at a minimum the following information or documentation:

- I. The name, address, telephone and email address of the owner(s) of record of the dwelling unit for which a certificate is sought. If such owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contact information;
- II. The address of the unit to be used as a short term rental/short term vacation rental;
- III. The name, address, telephone number and email address of the short term rental/short term vacation rental agent, which shall constitute his or her 24-hour contact information and who shall: be reasonably available to handle any problems arising from use of the short term rental/short term vacation rental unit; appear on the premises within 24 hours following notification from the zoning administrator, or his/her designee, of issues related to the use or occupancy of the premises; receive and accept service of any notice of violation related to the use or occupancy of the premises; and monitor the short term rental/short term vacation rental unit for compliance with the provisions of the Troup County Code;
- IV. Must attach a site plan to the application.
- V. The owner's sworn acknowledgment that he or she has received a copy of this section, has reviewed it and understands its requirements;
- VI. The owner shall state the maximum occupancy for the residence, which shall be the same number as advertised and marketed to potential renters by or on behalf of the owner;
- VII. The owner's agreement to use his or her best efforts to assure that use of the premises by short term rental/short term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- VIII. A copy of an exemplar agreement between the owner and occupant(s) which obligate the occupant to abide by all of the requirements of this Section, and other county ordinances, state and federal law, and that such a violation of any of these rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential liability for payment of fines levied;
- IX. Proof of the owner's current ownership of the short term vacation rental unit;
- X. Proof of homeowner's insurance; and
- XI. (xi) Provide the maximum number of vehicles that may be parked at the unit.

(b) Must pay any and all applicable state and county taxes. Any taxes owed to the county as a result of any hotel motel tax shall be paid to the county clerk and any failure to remit the same or to register pursuant to this ordinance shall be subject to the penalties included in [Chapter 1, Section 1-19](#) of the Troup County Code.

(c) Amplified music is prohibited outside after 10:00 p.m.

(d) No parking within the public right-of-way.

(e) Exterior lighting shall be designed to prevent spillover onto adjacent property.

(f) Any proposed deviations from the approved site plan must be submitted and approved by the zoning administrator.

(g) Unless lower occupational limits are required by the Fire Marshal after inspection of the dwelling unit, the number of overnight occupants shall not exceed two persons per bedroom plus two additional persons per residence. For purposes of this Section, "bedroom" shall mean a room of no less than 70 square feet, with a door from at least one common point in the residence such as a hallway or living room that can be closed, a closet, and a window. The maximum daytime occupancy (between the hours

of 8:00 a.m. and 10:00 p.m.) of any property to be used as a short-term rental/short-term vacation rental shall be maximum occupancy plus two. Only a total of six bedrooms per short term vacation rental may be rented regardless of the total number of bedrooms.

(h) Short-term rental agent: The owner of a short-term rental shall designate a short-term rental agent on its application for a special use permit for short term rental/short term vacation rental. A short-term rental owner may also serve as the short-term rental agent. The duties of the short-term rental agent are to:

- I. Be available to handle any problems arising from use of the short-term rental unit;
- II. Keep his or her name and emergency contact phone number posted in a readily visible place in the short-term rental unit;
- III. Receive and accept service of any notice of violation related to the use or occupancy of the /premises;
- IV. Monitor the short-term rental unit for compliance with this chapter; and
- V. List the short-term rental license number on each online listing.

([Ord. No. 2023-03](#) , § II, 11-15-2022)