



[SHORT TERM RENTAL REQUIREMENTS]

CITY OF DULUTH, GEORGIA
DEPARTMENT OF PLANNING & DEVELOPMENT
3167 MAIN STREET
DULUTH, GA 30096

CITY OF DULUTH

SHORT TERM RENTAL REQUIREMENTS

Section 1

Application Instructions

- A. Short Term Rental (STR) is a residential unit or portion of a residential dwelling unit that is rented on a nightly basis for no more than twenty-eight (28) days to individual guests as a form of tourism or transient accommodations. Short Term Rentals are not permitted in structures not intended for residential occupancy, tiny homes, or mobile or manufactured units.
- B. Short Term Rental (STR) requires a Special use approval. applications are submitted in person to the City of Duluth Planning Department.
- C. All required documents must be uploaded to the City of Duluth Permitting Portal in order for the application to be accepted and reviewed. For the complete list of required submittal documents, please refer to Article 3 Section 344 of the Unified Development Code (UDC). Additionally, Section 2 of this application packet contains a checklist of the required documents.
- D. Once staff has deemed the submitted application package to be complete, a link will be emailed to the applicant of record to pay the fee of \$200.00. Fees must be paid prior to permit approvals and issuance.
- E. Short Term Rental (STR) Restrictions can be located in Article 3 Section 344 of the Unified Development Code (UDC). Below are some of the restrictions for reference:

1. Short Term Rentals (STR) are allowed within the RM district and require Special Use approval for the R-100, R-75, and CBD districts.
2. Short Term Rentals (STR) located within PUD zoning districts must follow the zoning regulations per the PUD. If the Short Term Rental (STR) use is not specified within the PUD ordinance, an amendment is required per Article 11.
3. The following standards shall apply to Short Term Rentals in the City Limits of Duluth. Short Term Rentals (STR) shall not exceed the following unit thresholds per building type:

Duplex	1 STR per 2 units
Triplex	1 STR per 3 units
Four or more units	1 STR per 4 units

4. Within the single-family districts, STR shall not abut another STR.
 5. The maximum occupancy allowed in a STR shall be no greater than two persons per bedroom, plus four additional persons, but may be fewer based on the capacity of the on-site wastewater treatment system.
- F. **Initial Review Period.** Planning Staff will review the application for completeness within 14 days of submission. After this review period, the applicant will be contacted via e-mail with an approval, resubmittal required, or denial notice of the application. If additional information is required, a resubmittal link and code will be provided in the email.

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Short Term Rental (STR) Permit Requirement Checklist:

- Site plan drawn at a scale no less than 100 feet to one inch including all existing and proposed structures with setbacks, off-street parking, utilities, and on-site wastewater treatment systems, if applicable.
- Floor plan drawn to scale no less than 100 feet to one inch.
- Gwinnett County Environmental Health Department approval for STR use of existing and proposed septic systems.
- Local Contact must be kept on file and up to date with the Department of Planning and Development. The local contact information shall be distributed to the adjacent property owners with proof of mailing submitted to the Department of Planning and Development. Local Contacts shall be reviewed on an annual basis to coincide with Occupational Tax Certificate renewals.
- All STR shall have adequate Fire and Life Safety devices installed throughout the unit. This includes smoke detectors, carbon monoxide detectors, and functioning fire extinguisher. Proof of Fire and Life Safety devices shall be presented to Planning staff at the time of application.
- Interior information signs will be clearly visible and legible within the STR and shall contain the following information:
 - i. Local Contact information and telephone number where they can be reached on a 24-hour basis;
 - ii. The maximum number of occupants;
 - iii. Number and location of on-street parking;
 - iv. Trash pick-up day and location of trash disposal;
 - v. Location of fire extinguishers;
 - vi. Local emergency and law enforcement contact information;
 - vii. Property address; and,
 - viii. The quiet hours.

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Section 3

Owner Authorization

AUTHORIZATION BY PROPERTY OWNER

If there is more than one owner, a separate form must be submitted with the original signature of each owner.

_____, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states: That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Gwinnett County, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a REZONING on this property.

I hereby authorize the staff of the City of Duluth Department of Planning and Development to inspect the premises which are subject of this application.

Name of applicant _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Signature of Owner

Personally appeared before me

Owner Name (print)

Who swears that the information contained
In this authorization is true and correct to
The best of his or her knowledge and belief.

Notary Public

Date