



MEMORANDUM

To: Members of the Walden Municipal Planning Commission

Cc: Mariah Prescott, Town Administrator

From: Ashley Gates, Senior Planner

Date: August 17, 2023

Subject: Short Term Vacation Rental Ordinance

Background

Short-term vacation rentals or STVRs properties are a residential structure or portion of a residence that is rented out for less than one month. Typically, these are rented to tourists through sites like Air BnB or VBRO. While these structures are residential in nature, the use more closely resembles a commercial use, making the regulation of STVRs more difficult than other uses. These types of properties can have both positive and negative impacts on neighborhoods and community at large.

Positive Impacts	Negative Impacts
<ul style="list-style-type: none">• Properties are often renovated when converted to a STVR• Brings tourist revenue to the town• Allows residents to earn additional income• Introduces the town to a wider audience• Generates sales tax and, if adopted, hotel/motel tax• Family and friends of residents can find a place to stay nearby when visiting	<ul style="list-style-type: none">• Reduces housing supply by converting residences to short-term rentals, reducing overall housing affordability• Many residents do not like living next to what is considered a commercial use• Potential issues with noise and partying• Many worry that these operations bring crime into neighborhoods, though research on this is divided• Negative impact on hotel businesses

Current Regulations in the Walden Zoning Ordinance

Short Term Vacation Rentals

The Zoning Ordinance currently allows STVRs in only the C-1 Commercial zone as a “Special Use Permitted”, requiring approval by the Town Board. The current definition excludes “owner-occupied” STVRs.

Short-term Vacation Rental. A Dwelling Unit that is rented in part or in its entirety to transient guests for living or sleeping accommodations, whether on a daily or weekly basis. Unlike a Bed and Breakfast, a short-term vacation rental is not “owner-occupied.” (Ord. 2009-280, 5/12/2009)

Permitted Zone: C-1 Commercial as a Special Use Permitted

Requirements for Special Use Permit: None listed in Zoning Ordinance

Bed and Breakfasts

If owner-occupied, the unit would be considered a bed-and-breakfast, requiring that one meal be provided. Bed-and-breakfasts are permitted as “Special Use Permitted” in the A-1 Agriculture, E-1 Estate, and R-1 Residential. They are permitted by right in the VC-1 Village Center zone.

Bed and Breakfast. An owner-occupied Dwelling Unit advertised or held out to the public to be a place where living and/or sleeping accommodations usually including provision of at least one meal per day are supplied to transient guests for compensation. In order for a Dwelling Unit to be considered as "owner-occupied," the unit must be the owner's primary residence and must be continually occupied by the owner at the time of the bed and breakfast use. (Ord. 2009-280, 5/12/2009)

Permitted as Special Use: A-1 Agriculture, E-1 Estate, and R-1 Residential

Permitted by Right: C-1 Commercial

Requirements for Special Use Permit:

- (a) Bed and Breakfasts in A-1, E-1 and R-1

The Board of Mayor and Aldermen may grant a Special Permit provided that the applicant furnishes satisfactory proof of convenience, necessity, and absence of harmful effect on surrounding property. It is a requirement that the applicant for a Special Permit furnish a site plan with the application that depicts the proposed use of the property to include but not limited to site access, building configuration, building setback, proposed landscaping and drainage and a parking plan together with other information as determined by the Board of Mayor and Aldermen.

Key Considerations

Owner-Occupied Units: The proposed STVR ordinance limits STVRs to only owner-occupied units, while the Zoning Ordinance does not include owner-occupied units in the definition of an STVR. The definitions must be adjusted to be consistent.

Owner-occupied units tend to be smaller units and in residential areas. They are often regulated separately because the owner themselves will be directly impacted by the operation of the STVR, resulting in fewer issues with respect to noise and nuisance. Allowing owner-occupied STVRs in residential areas is often considered a benefit to local residents as it can make their housing more affordable.

- **Staff Recommendations:**

- Due to the large lot sizes required in Walden, allowing owner-occupied STVRs of limited size and occupancy with a Special Use Permit may be appropriate. A site plan should be required. The A-1 Agricultural zone may be an appropriate zone to consider allowing only owner-occupied STVRs to allow for agritourism.
- The Town Attorney should review whether prohibiting non-owner-occupied units from the Town of Walden is legal. If they must be permitted somewhere in Walden, the most appropriate zone would be the TC-MU zone on a limited basis with Special Use Permit required.

Locations where Permitted: STVRs are currently allowed only in the C-1 Commercial zone with a special use permit. Consideration should be given to the commercial nature of these units and their impact on established neighborhoods and future development patterns.

- **Staff Recommendation:**

- The new TC-MU and TC-R zones appear to be the most appropriate zones for STVRs. The number of units per structure should be limited in order to avoid having high concentrations of STVRs within the Town Center. STVRs could remain as a Special Use Permitted in the C-1 Commercial zone, but most likely they would not meet the condition that the unit be owner-occupied within the C-1 Commercial zone.
- The Town of Walden Plan is clear that protection of residential areas was a top priority. In order to remain in compliance with this plan, staff recommends against allowing STVRs in the R-1 Residential and E-1 Estate zones.

Legacy Clause: Per the Legacy Clause in state law, STVRs that meet current requirements and are in good standing with the Town of Walden will not be required to meet the new requirements.

Permitting Process: A permitting process is essential to ensuring that STVRs meet the established requirements. This process should include the initial special use permit, as well as a business license and ongoing permit renewals. An STVR permit should follow the business owner, and not the property. A new owner would need to apply for a new permit.

- **Staff Recommendation:** The attached draft ordinance provides an adequate permitting process once a Special Use Permit has been approved by the Town Board. The Zoning Ordinance should add language specific to the Special Use Permit process for STVRs. In addition to what is required for an STVR permit, staff recommends requiring a site plan that specifies the location of parking and ingress/egress of the STVR unit.

Other Restrictions/Requirements

Requirement	Current Regulations	Staff Recommendation
Maximum number of occupants	8 people	Consider a lower number, maybe 4, for owner-occupied units outside the Town Center, and a maximum number per bedroom. A common limit is 2 occupants per bedroom.
Number of Units per Structure	No restriction	A limit is recommended. Often 1 per structure. May consider a percentage of units for the Town Center area. Legal review may be needed for how this would impact condominium buildings and townhomes.
Recreational Vehicles as STVRs	Excluded from the definition of STVR due to the use of the term “dwelling unit.”	Walden should be more clear that these are not included in the definition of an STVR. If Walden would like to allow the temporary use of RVs as living space, Temporary Use regulations may be appropriate. The rental of RVs and RV sites is better regulated through campground regulations.
Parking Requirements	Not specified	Minimum of one per bedroom

ORDINANCE NO. 2009- 280

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE TOWN OF WALDEN, TENNESSEE TO AMEND THE DEFINITION OF "DWELLING, SINGLE FAMILY" AND TO PROVIDE FOR THE OPERATION OF A BED AND BREAKFAST; HOTEL/MOTEL; AND SHORT-TERM VACATION RENTAL WITHIN THE TOWN

WHEREAS, the Board of the Mayor and Aldermen (the "Board") for the Town of Walden, Tennessee (the "Town") desire to amend the Town's current zoning ordinance (the "Zoning Ordinance") in order to reflect the Board's intent with respect to the use of real property within the Town for a bed and breakfast, hotel/motel or short-term vacation rental purposes; and

WHEREAS, the Board finds that it would be in the interest of public health, safety, morals and welfare of the Town to amend the Town's Zoning Ordinance to: (i) modify the definition of "Dwelling, Single-family"; (ii) define the terms "bed and breakfast," "hotel/motel" and "short-term vacation rental;" and (iii) to set forth in what zones and under what conditions a parcel of real property may be used for the purpose of a bed and breakfast, hotel/motel, or short-term vacation rental.

NOW, THEREFORE, BE IT ORDAINED by the Board as follows:

Section 1. Amended Sections.

(a) Section 1.07 (Special Definitions: Dwelling, Single-family) of the Zoning Ordinance is deleted in its entirety and replaced with the following:

Dwelling, Single-family. A separate detached Building containing one or more persons occupying the premises and living as a single house-keeping unit but not transient guests occupying a bed and breakfast or short-term vacation rental (both as defined herein) and specifically excluding factory manufactured homes constructed as a single, self-contained unit and mounted on a single chassis.

(b) Section 1.07 of the Zoning Ordinance (Special Definitions: Bed and Breakfast) is deleted in its entirety and replaced with the following:

Bed and Breakfast. An owner-occupied Dwelling Unit advertised or held out to the public to be a place where living and/or sleeping accommodations usually including provision of at least one meal per day are supplied to transient guests for compensation. In order for a Dwelling Unit to be considered as "owner-occupied," the unit must be the owner's primary residence and must be continually occupied by the owner at the time of the bed and breakfast use.

(c) Subsection (b)(2) of Section 4.01 of the Zoning Ordinance (Agricultural Zone (A-1)) is deleted in its entirety and replaced with the following:

Single-family Dwelling;

(d) Subsection (b)(1) of Section 4.02 of the Zoning Ordinance (Estate Zone (E-1)) is deleted in its entirety and replaced with the following:

Single-family Dwelling;

(e) Subsection (b)(1) of Section 4.03 of the Zoning Ordinance (Residential Zone (R-1)) is deleted in its entirety and replaced with the following:

Single-family Dwelling;

(e) Subsection (b)(35) of Section 4.04 of the Zoning Ordinance (General Commercial Zone (C-1)) is deleted in its entirety and replaced with the following:

Single-family Dwelling;

(f) Subsection (b)(38) of Section 4.05 of the Zoning Ordinance (Village Center Zone (VC-1)) is deleted in its entirety and replaced with the following:

Single-family Dwelling;

Section 2. Added Sections.

(a) Section 1.07 of the Zoning Ordinance is amended by adding the defined term "Hotel/Motel," which shall be defined as follows:

Hotel/Motel. A building in which lodging is provided with or without a meals and offered to members of the public as transient guests for compensation, and is not a Bed and Breakfast or Short-term Vacation Rental.

(b) Section 1.07 of the Zoning Ordinance is amended by adding the defined term "Short-term Vacation Rental," which shall be defined as follows:

Short-term Vacation Rental. A Dwelling Unit that is rented in part or in its entirety to transient guests for living or sleeping accommodations, whether on a daily or weekly basis. Unlike a Bed and Breakfast, a short-term vacation rental is not "owner-occupied."

(c) Section 1.07 of the Zoning Ordinance is amended by adding the defined term "Transient," which shall be defined as follows:

Transient. Any person who, occupies or is entitled to occupy any rooms, lodging or other accommodations for a period of thirty (30) days or less.

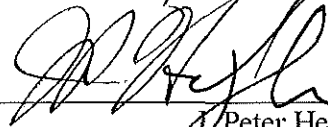
(d) Subsection (c) of Section 4.04 is amended by adding two new subsections as follows:

(8) Hotel/Motel; and

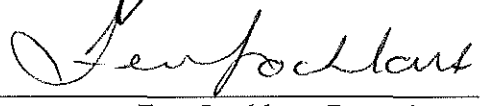
(9) Short-term Vacation Rentals.

Section 3. Effective Date. The ordinances and amendments described above will take effect upon their adoption and publication, the public welfare requiring it.

SO ORDAINED, this 12 day of May, 2009.



Peter Hetzler, Mayor



Fern Lockhart, Recorder

PASSED ON FIRST READING:

YEA 3

NAY 0

PASSED ON SECOND READING:

YEA 2

NAY 0

DRAFT

ORDINANCE NO. 2022-351

AN ORDINANCE TO AMEND TITLE 9 OF THE WALDEN MUNICIPAL CODE BY ENACTING A CHAPTER 5 THEREOF TO ADDRESS THE REGULATION OF SHORT-TERM VACATION RENTALS WITHIN THE TOWN OF WALDEN

WHEREAS, the Board of Mayor and Alderman recognizes the need to provide for and regulate short-term vacation rentals operating within the Town of Walden; and,

WHEREAS, the Walden Municipal Planning Commission has reviewed the amendment and recommended approval; and,

WHEREAS, a public hearing was held prior to final reading of this ordinance;

WHEREAS, the Board of Mayor and Alderman has considered and accepted the recommendation of its Planning Commission:

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE TOWN OF WALDEN, TENNESSEE as follows:

SECTION 1: That the Town of Walden Municipal Code, Title 9 Businesses, Peddlers, Solicitors, Etc. is hereby amended with the addition of a Chapter 5. This Chapter shall be entitled, "Short-Term Vacation Rentals," and shall read as follows:

CHAPTER 3 SHORT-TERM VACATION RENTALS

SECTION

9-501. Definitions.

9-502. Minimum Standards for Short-Term Vacation Rentals.

9-503. Permit Application Process.

9-504. Permit Renewal.

9-505. Permit Revocation.

9-506. Failure to Obtain Permit.

9.507. Short-Term Vacation Rentals and Private Agreements.

9-501. Definitions. The following term, wherever used or referred to in this chapter, shall have the following meaning:

"Short-Term Vacation Rental" shall mean any house or structure advertised or held out to the public as a place where guest rooms are supplied for compensation and such accommodations are provided on a weekly or daily basis for no more than thirty (30) days.

This definition does not include bed and breakfast establishments, hotels, motels, or any dwelling units rented or leased for more than 30 days.

9-502. Minimum Standards for Short-Term Vacation Rentals. The following shall be considered the minimum standards for any dwelling used as a short-term vacation rental.

- (1) The proprietor/operator of any house or structure used as a short-term vacation rental must be a full-time resident of the short-term vacation rental property and continue to reside on the property throughout all guest stays.
- (2) No on or off-site signage shall be permitted at any short-term vacation rental.
- (3) No more than eight (8) guests may utilize a short-term vacation rental at any given time. This count does not include the short-term vacation rental proprietor or any other permanent residents on the property being used as short-term vacation rental.
- (4) No short-term vacation rental shall be permitted to be rented for a period of less than twenty-four (24) hours.
- (5) No short-term vacation rental shall be permitted to be rented for a period of greater than thirty (30) days.
- (6) Adequate on-site parking shall be provided, as determined by Town staff after considering proposed number of guests, frequency of operations, and availability of on-street parking. As a general rule, parking shall not be allowed on any vegetated area of the premises on which the short-term vacation rental is located.
- (7) The proprietor of a short-term vacation rental shall be responsible for collecting and remitting all applicable room, occupancy, and sales taxes required by state and local law.
- (8) All short-term vacation rental proprietors and guests must abide by all noise restrictions and other applicable local laws of the Town of Walden.
- (9) A short-term vacation rental may include a primary dwelling unit and/or a secondary dwelling unit, but shall not include uninhabitable structures such as garages, barns or sheds.
- (10) All dwelling units shall have functioning smoke detectors as determined by the Fire Marshal and other life safety equipment as required by local, state, and federal law.
- (11) All dwelling units shall meet all applicable laws related to zoning, building, health or life safety.

9-503. Permit Application Process. No individual or entity shall operate a short-term vacation rental in the Town of Walden without first obtaining a short-term vacation rental permit. Applications for such permits will be made available at Town Hall during normal operating hours.

- (1) **Business License Required.** Prior to submitting a short-term vacation rental permit application, the short-term vacation rental operator must obtain a business license from the Town of Walden.

(2) **Application Requirements.** The following must be included in the application for a short-term vacation rental permit:

- (a) The name, address, telephone number, and email address of the short-term vacation rental and operator.
- (b) The business license number.
- (c) Documentation that the applicant is the owner of the property proposed to be used as a short-term vacation rental.
- (d) A short narrative describing the area and number of rooms to be rented, the maximum number of allowed guests, guest parking location, and the proposed days of operation (all year, only weekends, etc.).
- (e) Proof of insurance on the house or structure to be used as a short-term vacation rental.
- (f) Proof the short-term vacation rental proprietor is up to date on all applicable tax payments. If the permit is being renewed, such proof shall include proof of payment of state occupancy taxes.
- (g) Proof of written notice of the short-term vacation rental permit application via certified mail to all property owners within a one hundred (100) foot radius of the subject property boundary line.
- (h) Proof of owner residency at the subject property for owner-occupied short-term vacation rental properties.
- (i) Proof of non-conforming status per TCA 13-7-602 for existing short-term vacation rental properties operating before the effective date of this ordinance.

(3) **Application Review.** Upon receiving an application for a short-term vacation rental permit, town staff shall review the application and provide comment. If deemed necessary, town staff is permitted to inspect the premises to ensure compliance with state and local laws.

If the application and site meet all the requirements set out in this Chapter and the Town of Walden Zoning Ordinance, town staff may issue a short-term vacation rental permit.

9-504. Permit Renewal. All short-term vacation rental permits must be renewed annually. An application for a permit renewal shall contain the same items outlined in Section 9-303 with the exception of items (d) , (g) and (i).

The short-term vacation rental permit is non-transferable to another property or owner.

9-505. Permit Revocation and Suspension. The Town Administrator or a designee reserves the right to revoke any short-term vacation rental permit at any time when there is a risk from existing conditions to public health and safety or if there is any violation or failure to comply with the provisions of this Chapter after a permit has been properly issued.

The Town Administrator or a designee reserves the right to temporarily suspend any short-term vacation rental permit in the case of any local code violations that pose an immediate threat to public health and safety.

Notice that a short-term rental unit permit has been revoked shall be submitted to the short-term vacation rental operator in writing and shall include the right of the operator to appeal the revocation to Board of Mayor and Alderman within sixty (60) days of the permit's revocation.

A short-term vacation rental permit that has been revoked shall prevent the permit holder and the specific property from applying for a new short-term vacation rental permit for a period of one (1) year from the date of revocation. This provision shall not apply if the permit revocation is successfully appealed to the Board of Mayor and Alderman.

9-506. Failure to Obtain Permit or Operating Under Suspended Permit. Use of any property as a short-term vacation rental prior to obtaining a short-term vacation rental permit or during a period of permit suspension shall be punishable by a fine of up to \$50.00 per violation. Each day the violation continues shall be considered a separate offense. This section does not apply to short-term vacation rentals operating in accordance with Tennessee Code Annotated Section 13-7-601 through 13-7-606.

9-507. Short-Term Vacation Rentals and Private Agreements. Nothing in this Chapter prohibits a homeowner's association, condominium, or similar entity from prohibiting or restricting property owners from using their property as a short-term vacation rental.

In addition, nothing in this Chapter prohibits any property owner from placing a restrictive covenant or easement on their property prohibiting or restricting its use as a short-term vacation rental.

SECTION 2: Effective Date. The ordinances and amendment described above shall take effect upon their adoption and publication, the public welfare requiring it.

Approved this the _____ day of _____, 2023, the public welfare requiring it.

First reading and public hearing:

Final reading:

Yay:

Yay:

Nay:

Nay:

Mayor

Attest: _____
City Recorder

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE OFFICIAL SPRING CITY ZONING
ORDINANCE TO ALLOW AND CREATE REGULATIONS
FOR SHORT-TERM RENTALS
IN THE TOWN OF SPRING CITY, TENNESSEE.**

WHEREAS, the Town of Spring City, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (TCA) Section 13-7-201; and

WHEREAS, TCA Section 13-7-204 enables a municipality with the authority to amend zoning ordinances and maps; and

WHEREAS, pursuant to the requirements of TCA Section 13-7-204, the planning commission has recommended this amendment to the zoning ordinance, as herein described; and

WHEREAS, pursuant to the requirements of TCA, Section 13-7-203, the Town of Spring City conducted a public hearing subject to 15 days notice prior to the final reading and adoption of this ordinance herein described;

NOW, THEREFORE, BE IT ORDAINED BY the Board of Mayor and Commissioners of the Town of Spring City, Tennessee; that,

Section 1: Amend Article VI Use Provisions for Residential Districts Section 6.01 R-1 Low Density Residential District Section 6.01B Uses Permitted on Appeal by adding as follows:

6. Short-term rentals provided they comply with the requirements within Article XIV Short Term Rental Regulations of the Zoning Ordinance.

Section 2: Amend Article VI Use Provisions for Residential Districts Section 6.01 R-2 Medium Density Residential District Section 6.01B Uses Permitted by adding as follows:

6. Short-term rentals provided they comply with the requirements within Article XIV Short Term Rental Regulations of the Zoning Ordinance

Section 3: Amend Article VI Use Provisions for Residential Districts Section 6.01 R-3 High Density Residential District Section 6.02A Uses Permitted by adding as follows:

7. Short-term rentals provided they comply with the requirements within Article XIV Short Term Rental Regulations of the Zoning Ordinance

Section 4: Amend Article VI Use Provisions for Residential Districts Section 6.01 RP Residential Professional District Section 6.03A Uses Permitted by adding as follows:

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9. Short-term rentals provided they comply with the requirements within Article XIV Short Term Rental Regulations of the Zoning Ordinance

Section 5: Create Article XIV Short Term Rental Regulations as follows:

Article XIV Short Term Rental Regulations

Section

14.01 Definitions

14.02 Minimum Standards for Short Term Rentals

14.03 Permitted Locations for Short Term Rental Units

14.04 Permit Required

14.05 Types of Permits

14.06 Application Requirements

14.07 Application Fee

14.08 Issuance of Permit

14.09 Permit Non-Transferable

14.10 Permit Renewal

14.11 Permit Revocation or Permit Suspension

14.12 Failure to Obtain Permit: Penalties

14.13 Compliance with Spring City Ordinances and Stat Laws

14.14 Complaints

14.15 Advertising

14.16 Taxes

14.17 Town Shall not Enforce Private Agreements

14.18 Additional Remedies

14.01 Definitions

“Provider” means any person engaged in renting a short-term rental unit and includes an owner of a residential unit that is made available through a vacation lodging service as that term is defined in T.C.A. § 62-13-104.

“Short Term Rental Unit” or “Unit” means:

A residential dwelling that is rented wholly or partially for a fee for a period of less than twenty-nine (29) continuous days and does not include a hotel as defined in T.C.A. 68-14-302 or a bed and breakfast establishment or a bed and breakfast homestay as those terms are defined in T.C.A. § 68-14-502.

As per the provisions of T.C.A. § 13-7-601 certain limited provisions of this ordinance may not be applicable to “Grandfathered Short Term Rental Units.”

“Short Term Rental Agent” means a natural person designated to be responsible for daily operations by the owner of a short term residential unit or by the short term rental unit permit application. Such person shall be available for and responsive to contact at all times and someone who is customarily present at a location in Rhea County, Tennessee, for purpose of transacting the

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short term rental unit business. The short term rental agent must meet all other requirements set forth by state law.

“Short Term Rental Occupants” means guests, tourists, lessees, vacationers, or any other person who, in exchange for compensation, occupy a short term residential rental unit for lodging for a period of time not to exceed twenty-nine (29) consecutive days, but not in any event to be from any period of time less than overnight.

14.02 Minimum Standards for Short Term Rentals

Short term rental units shall meet the following minimum standards:

- a. A short term rental unit may include a primary dwelling unit and/or a secondary dwelling unit, but cannot include uninhabitable structures such as garages, barns or sheds.
- b. Recreational vehicles (RVs) are not permitted as Short Term Rental Units within the Town of Spring City limits.
- c. A short term rental unit must have functioning smoke detectors as determined by the fire marshal and other life safety equipment as required by generally applicable local, state, and federal law.
- d. A short term rental unit must meet all applicable laws related to zoning, housing, building, health, electrical, gas, plumbing, and life safety.
- e. No on-site signage shall be permitted except for those short term rental units that are located on tracts of at least five (5) acres in area and which unit(s) have a dwelling unit that is not readily visible from the public right of way, which can have directional signs placed on the parcel that shall be at least fifty (50) feet from the public right of way, no off-site signage except for designated parking spaces to be used by occupants of the short-term rental unit.
- f. There shall be no more than five (5) sleeping rooms made available for rental.
- g. Maximum occupancy: the maximum occupancy shall be determined by the total of:
 - i. Two (2) persons per bedroom, plus two additional persons
 - ii. The maximum occupancy shall not exceed 12 persons, including any other persons residing in or otherwise using the Short Term Rental Unit
 - iii. The maximum occupancy shall be conspicuously posted within the short term rental unit
- h. The short term rental unit owner shall not receive any compensation or remuneration to permit occupancy for any agreed or contracted period of less than twenty-four (24) hours.
- i. Adequate on-site parking shall be provided as determined by the town after considering proposed/maximum permitted number of guests, frequency of operations, and availability of on-street parking (if any). As a general rule, parking shall not be allowed on any vegetated area of the premises on which the short term rental unit is located.
- j. All occupants shall abide by all generally applicable codes, ordinances and regulations, including without limitation, applicable noise restrictions and all applicable waste management provisions of the municipal code of the Town of Spring City.
- k. The name and telephone number of the owner of the Short Term Rental Unit or the Short Term Rental Agent shall be conspicuously posted within the Short Term Rental Unit.
- l. Short Term Rental Units shall only be located within zoning district(s) which expressly permit such usages according to the Spring City Zoning Ordinance.

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- m. The Short Term Rental Unit owner shall be responsible for collecting and remitting all applicable state and local taxes.
- n. All Short Term Rental Units must be property maintained and regularly inspected by the owner to ensure continued compliance with applicable zoning, housing, building, health, and life safety code provisions.

As per the provisions of T.C.A. § 13-7-601 certain limited provisions of this ordinance may not be applicable or wholly applicable to “Grandfathered Short Term Rental Units.”

14.03 Permitted Locations for Short Term Rental Units

Short Term Rental Units are permitted in R-1 as a Use Permitted on Review and R-2, R-3, and R-4 as a Uses Permitted, unless the property is a grandfathered short-term rental unit pursuant to T.C.A. § 13-7-601 et seq.

14.04 Permit Required

No person or entity shall operate a Short Term Rental Unit unless a Short Term Rental Permit has been first approved by the Town of Spring City, including without limitation a Grandfathered Short Term Rental Unit. To obtain a Short-Term Rental Permit, an otherwise eligible applicant must submit an application to the Building Inspector in compliance with the provisions of the Article on a form provided by the Town. In addition to the information required by the application itself, the Building Inspector may request other information reasonably required to allow the Town to process the application. The permit application shall not be considered complete until the Building inspector has all information required by the application or otherwise. If approved, a legible copy of the Short Term Rental Unit Permit shall be posted within the unit and shall include all of the following information:

- a. The name, address, telephone number, and email address of the owner of the Short Term Rental unit and the name, address, telephone number and email address of the Short Term Rental Agent, if applicable;
- b. The Business License Number;
- c. Certification and/or registration number relating to the hotel-motel occupancy tax authorized by T.C.A. § 67-4-1401 et seq.;
- d. The maximum occupancy limit of the unit;
- e. The maximum number of vehicles that may be parked at the unit; and
- f. The Short Term Rental Unit Number

14.05 Types of Permits

There are three (3) types of permits available under this Article.

1. Owner Occupied. This type of permit is available to owner’s who utilize the property as their principal residence, except in the instance of duplexes as further described in this Article. A person can only hold one (1) Owner Occupied Operating Permit in the Town, and it is only available to a natural persons. The owner is not required to remain or be present at the Short-Term Rental Unit during the period when it is used as a Short-Term Rental Unit.

If there is an accessory dwelling structure on the property, this type of Permit can be used for either the primary dwelling or the accessory structure, but not for both. If the property houses a legal duplex and an owner owns both sides of the duplex, this type of Permit is

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available to the owner for either side of the duplex so long as the owner's principal residence is on one side of the duplex.

Proof of ownership and residency is required for this type of Permit and shall be established by the deed for the property as recorded in the Rhea County Register of Deeds Office. Residency shall be established by at least two (2) of the following documents, which must list the address of the Short-Term Rental Unit on the document: owner's motor vehicle registration; a valid drivers licenses or Tennessee identification card for owner; the address used for the school registration of owner's children; the owner's voter registration card; or owner's W-2 form reflecting the property address.

2. Non-Owner Occupied. This type of Permit is available to an owner or lessee of the property and is available o a natural person or a business entity. Upon application for a Non-Owner-Occupied Permit, if a lessee is applying, they must provide the owner's signature as set forth above.
3. Unoccupied. This type of Permit is available to a non-occupant owner of premises where the premises are only occupied when used as a Short-Term Rental Unit and are available to a natural persons and business entities. There permits may also be held by an Owner's agent, such as a rental company, with the rental company providing the same information and guarantees as is required of a lessee of property.

If there is an accessory dwelling structure on the property, the Permit can be used for the primary dwelling or accessory dwelling structure, but not for both. If a property houses a legal duplex and an Owner owns both sides of the duplex, only one side of the duplex can be used.

14.06 Application Requirements

Applicants desiring to operate a Short-Term Rental Unit shall submit an application for a Permit to the Building Inspector. This Section shall apply whether the Application is for a Short-Term Rental or a "Grandfathered Short-Term Rental Unit" together with documentary evidence which supports classifying the (proposed) Short-Term Rental Unit as a "Grandfathered Short-Term Rental Unit." In addition to the information required by the application itself, the Building Inspector may request other information reasonably required to allow the Town to process the application. The permit application shall not be considered complete until the Building Inspector has all information required by the application or otherwise. Such application shall be furnished under oath and shall include at least the following information:

1. The name, address, telephone number and email address of the owner of the Short-Term Rental Unit and the name, address, telephone number, and email address of the Short-Term Rental Unit Agent, if applicable. In cases where a business entity of trust is the owner of the property, the individual who has responsibility for overseeing the property on behalf of the business entity or trust, including the telephone number, mailing address, and email address of the individual having such responsibility. If the owner of the Short-Term Rental Unit is a business entity, the business must submit documentation to demonstrate that the business is in good standing with the Tennessee Secretary of State.
2. Documentation that the application is the owner or the Short-Term Rental Agent.

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3. The Business License number.
4. A site plan and floor plan accurately and clearly depicting the size and location of the existing dwelling and the approximate square footage in the dwelling, the number and location of designated off-street parking spaces and the maximum number of vehicles allowed for overnight occupants. The floor plan shall also describe the use of each room in the dwelling, the number, location, and approximate square footage of all bedrooms, and any accessory buildings, including but not limited to garages and accessory dwelling structures or units.
5. A description of the area available for short term rental (i.e. the entire property and house, a guest cottage, a portion of the house, etc.)
6. A description of the number of bedrooms proposed for rental, which shall not be more than five (5) bedrooms under any circumstances.
7. The days of operation (all year, just holidays, weekends/weeknights, etc.)
8. The maximum number of guests to be accommodated at one time.
9. How trash will be handled, and the method of informing occupants about method of disposal of trash.
10. Proof of insurance on the dwelling unit.
11. If a lessee is operating a Short-Term Rental Unit, the lessee shall provide the full legal name of the owner of the Short-Term Rental Unit; the mailing address, email address, and telephone number(s) of the owner; and the owner's signature acknowledging the owner's understanding of all of the Town of Spring City's Short-Term Rental Unit rules and verifying the owner's agreement that they are legally responsible and liable for compliance by the lessee and all occupants of the Short-Term Rental Unit with all provisions of this Article and other applicable ordinances of the Town.
12. Applicant must designate a person who shall be available twenty-four (24) hours per day, seven (7) days per week for the purpose of: being able to physically respond, as necessary, within forty-five (45) minutes of notification of a complaint regarding the condition, operation, or conduct of occupants of the Short-Term Rental Unit; and taking any remedial action necessary to resolve any such complaints. This contact person may be the owner, a lessee or the owner's agent. An owner may change his/her designation of a short-term rental Agent temporarily or permanently; however there shall only be one such agent for a property at any given time. To change the designated agent, the owner shall notify the Building Inspector in writing of the new agent's identity, together with all information regarding such person as required by the applicable provisions of this Article.
13. Applicant and owner, if different, must acknowledge in writing that in the event a permit is approved and issued, the Applicant and owner, if different, assume all risk and indemnify, defend and hold the Town of Spring City harmless concerning the City's approval of the permit, the operation and maintenance of the Short-Term Rental Unit, and any other matter relating to the Short-Term Rental Unit.
14. As per the provisions of T.C.A. § 13-7-601, certain limited provisions of this Section may not be applicable or wholly applicable to "Grandfathered Short-Term Rental Units."

14.07 Application Fee

An application for a Permit under this Article shall be accompanied by a fee of Two Hundred Fifty (\$250.00) dollars. Said fee is designed to reimburse the Town for the cost of processing the

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application and inspecting the Short-Term Rental Unit. There shall be no proration of fees, and once paid, the fee is non-refundable.

14.08 Issuance of Permit

Once the Building Inspection has determined that the application is complete, he/she shall submit a copy of the application for any Short-Term Rental to the Board of Commissioners for approval. Before the Board of Commissioners issues a Permit under this Article, it shall cause to be published in a newspaper of general circulation a notice including the name of the applicant, the address of the location for, the permit, and the date and time of its meeting at which the application will be considered. The notice shall be published not less than ten (10) days prior to the meeting. The meeting shall be a public hearing for the purpose of hearing the statement of any person or his/her attorney on any application of a Short-Term Rental Unit Permit. If the application is complete and meets the requirements of this Article and other applicable laws and regulations, including but not limited to, general applicable health, safety, and/or building codes with respect to the Short-Term Rental Unit, the Board of Commissioners shall approve and issue to the applicant a Short-Term Rental Unit Permit within ninety (90) days of submission of a complete application. The Permit, if approved, shall be issued for a specific site location and/or address of the proposed Short-Term Rental Unit or Grandfathered Short-Term Rental Unit provided in the application and as set forth in this Article.

If the application or the Short-Term Rental Unit does not conform to the requirements of this Article or other applicable laws, regulations or ordinances, the permit shall not be issued, but the Applicant will be advised in writing of the deficiencies and be given a reasonable opportunity to correct the deficiencies. If not corrected within a reasonable period of time, the application will be permanently denied, and written notice of the denial given.

The decision by the Board of Commissioners as to whether to issue, deny or revoke any Permit shall be final, reviewable only by application for Writ of Certiorari to the Chancery Court of Rhea County, Tennessee as provided in the Tennessee Code Annotated.

The Permit shall be valid for one (1) calendar year from the date of issuance, unless the Permit is revoked pursuant to this Article or otherwise.

Upon receipt of a Short-Term Rental Unit Permit number, the applicant must display said number on any materials or platforms used to advertise the Short-Term Rental Unit.

14.09 Permit Non-Transferable

A permit issued under this Article is non-transferable, and any attempt to transfer it shall render the Permit void. A transfer of the ownership interest in the property itself shall also render the Permit void, whether the transfer is voluntary or involuntary and whether by deed, court order, foreclosure, by law, or otherwise. Grandfathered Short-Term Rentals Unit Permits are subject to additional transferability restrictions as set forth in T.C.A. § 13-7-601 et seq., as now enacted or hereafter amended.

14.10 Permit Renewal

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Unless suspended or revoked for a violation of any provision of this Article or other law, rule, regulation or other ordinance, there shall be a Short-Term Rental Unit Permit Renewal Fee to be paid annually in the amount of one hundred (\$100) dollars, which upon inspection by the Town and satisfactory demonstration of compliance by the Permit holder and property of the terms, provisions and conditions of this Chapter shall entitle the Permittee to renewal of the Permit for the ensuing twelve (12) months.

Failure to pay the annual renewal fee and to cooperate with permit inspection requirements shall result in suspension of the Permit which, if not remedied within sixty (60) days after suspension, shall automatically result in revocation of the Permit for that particular location.

The renewal fee shall be paid no later than fourteen (14) business days prior to the expiration date for the current permit. A renewal application shall be submitted to the Building Inspector. A renewed Permit shall be good for one (1) calendar year from the date of issuance.

14.11 Permit Revocation or Permit Suspension

Permit Revocation. The Board of Commissioners may permanently revoke a Permit if the Town discovers that: i) an Applicant obtained the permit by knowingly providing false information on the application; ii) the continuation of the Short-Term Rental Unit presents a threat to public health or safety; iii) the owner ceases to own the property; iv) the property is not used as a Short-Term Rental Unit for a period of thirty (30) months or more v) there has been a violation of a generally applicable local law three (3) or more separate times arising as a result of the operation of the property as a Short-Term Rental Unit and all appeals from the violations have been exhausted.

Suspension of Permit. The Board of Commissioners may suspend a previously issued Permit in the event that a Permittee is found to be noncompliant with any of the terms, conditions or requirements of this Article. Any permit which is suspended for administrative noncompliance with permitting requirements may be, upon payment of a fifty (\$50) dollar reinstatement and inspection fee, be reinstated upon the Permittee demonstrating, to the satisfaction of the Board of Commissioners, that the noncompliance issue(s) which resulted in suspension of the Permit have been resolved.

No property shall be operated as a Short-Term Rental Unit which its Permit is suspended and/or if its Permit has been revoked and unless and until a valid Short-Term Rental Unit Permit shall be subsequently issued by the Board of Commissioners.

Appeal for Permit Revocation or Permit Suspension. The decision by the Board of Commissioners as to whether to suspend or revoke any Permit shall be final, reviewable only by application for Writ of Certiorari to the Chancery Court of Rhea County, Tennessee as provided in the Tennessee Code Annotated.

As per the provisions of T.C.A. § 13-7-601, certain limited provisions of this Section may not be applicable or wholly applicable to “Grandfathered Short-Term Rental Units.”

14.12 Failure to Obtain Permit: Penalties

Any violation of this Article, including failure to obtain a Permit or to renew a Permit of continued or initiation operation of a Short-Term Rental Unit either without a Permit or after revocation of a

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for the Official Zoning Ordinance to be updated.*

Permit shall be punishable by a civil penalty of fifty (\$50) dollars per violation. Each day that the violation continues shall be a separate offense. There shall be a rebuttal presumption that a person or entity is in violation of this Article if they list or hold out a property as a Short-Term Rental Unit without first obtaining a Short-Term Rental Permit. This rebuttable presumption also applies to those dwellings features on websites whose primary purpose is business related to Short-Term Rental Unit reservations.

The owner and/or Agent of or with respect to a “Grandfathered Short-Term Rental Unit”, which may be otherwise exempt from compliance with some of the regulations, conditions and requirements of this Article shall nevertheless be required to apply for a Permit within the thirty (30) days next following the effective date of this Article/Ordinance (**11.04.2021**). If the owner or agent shall fail to apply within said thirty (30) day period or shall otherwise fail to meet the requirements of generally applicable laws, rules, and ordinances as to said Grandfathered Short-Term Rental Units, shall, upon notice from the Board of Commissioners cease operations as a Short-Term Rental Unit and shall not resume such operations or advertisement as a Short-Term Rental Unit until such time as the owner and/or agent shall make a proper application for a Permit and demonstrate compliance with all requirements of this Article and generally applicable law. As provided in T.C.A. § 13-7-601 et seq., a “Grandfathered Short-Term Rental Unit” may lose grandfathered status by a failure to adhere to and/or violation of all or any of the qualifying conditions and/or requirements of T.C.A. § 13-7-603, including but not limited to: i) The property used as a Grandfathered Short-Term Rental Unit is sold out of otherwise transferred by or from the owner(s) of the property when first qualified or established as a Grandfathered Short-Term Rental Unit and/or ii) The property ceases to be used as a Short-Term Rental Unit for any period of thirty (30) continuous months and/or iii) The property has been found to be in violation of a generally applicable local ordinance or state law on three (3) or more separate times and with no appeal opportunities remaining.

14.13 Compliance with Spring City Ordinances and State Laws

It shall be unlawful to operate a Short-Term Rental Unit in a manner that does not comply with all applicable Town ordinances and State laws and regulations, and any violation shall subject the violator to a fine of fifty (\$50) dollars for each violation. For any violation, each day that the violation exists shall constitute a separate offense.

14.14 Complaints

All complaints regarding Short-Term Rental Units shall be filed with the Building Inspector. Those making complaints are specifically advised that any false complaint made against a Short-Term Rental Unit owner or provider is punishable as perjury under T.C.A. § 39-16-702. For any complaint made, the Town shall provide written notification of the complaint by regular mail to the operator and owner, if different of the property at the address(es) provided on the application on file. The Town shall investigate the complaint, and within thirty (30) days of the date notice was sent to the operator, the operator shall respond to the complaint, and may present any evidence they deem pertinent, and respond to any evidence produced by the complainant or obtained by the Town through its investigation. If, after reviewing all relevant material, the Town finds the complaint to be supported by a preponderance of the evidence, the Town may take, or cause to be taken, enforcement action as provided in this Article or otherwise in the Zoning Ordinance, Municipal Code, or the generally applicable law.

Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.

14.15 Advertising

It shall be unlawful to advertise any Short-Term Rental Unit without the Permit number clearly displayed on the advertisement. For the purpose of this Article, the terms “advertise,” “advertising,” or “advertisement” mean the act of drawing the public’s attention to a Short-Term Rental Unit in any forum, whether electronic or non-electronic, in order to promote the availability of the Short-Term Rental Unit.

14.16 Taxes

All Short-Term Rental Unit operators and owners are responsible for applicable taxes, including, but not limited to, Hotel Occupancy Privilege Tax, local option sales tax, and gross receipts tax to the Town, sales tax to the State of Tennessee, and gross receipts tax to the State of Tennessee.

14.17 Town Shall not Enforce Private Agreements

The Town shall not have any obligation or be responsible for making a determination regarding whether the issuance of a Permit or the use of a dwelling as a Short-Term Rental Unit is permitted under any private agreements or any covenants, conditions, and restrictions or any other regulations or rules of the homeowners’ association or maintenance organization having jurisdiction in connection with the Short-Term Rental Unit, and the Town shall have no enforcement obligations in connection with such private agreements or covenants, conditions, and restrictions or such regulations or rules. If the Short-Term Rental Unit operator is a lessee, the owner of the Short-Term Rental Unit shall provide written acknowledgement and agreement o the Short-Term Rental Unit, but the Town shall not have any obligation or be responsible for verifying the ownership information.

14.18 Additional Remedies

The remedies provided in this Article are no exclusive, and nothing in this Article shall preclude the use or application of any other remedies, penalties or procedures established by law.

Section 6: Amend the Appendix by adding the following:

Short Term Rental Unit Application

**TOWN OF SPRING CITY, TENNESSEE
SHORT TERM RENTAL UNIT APPLICATION**

Date Filed: _____ Application Number: _____ Received By: _____

General Information and Instructions

Please fill this Short Term Rental Unit Application out completely. Failure to complete your application could result in a delay. Type or print your information legibly. Upon submitting this application, the owner/agent is confirming that he/she has ownership or possession of the property for rent and shall submit proof of ownership or proof of agency and proof of insurance. The applicant shall also provide a site plan and floor plan demonstrating the parking and guest access. This application cannot be submitted if the applicant does not yet have a Town of Spring City Business License.

Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.

Check the box that applies:

- New short term rental unit
- Grandfathered short term rental unit

What type of permit are you applying for? See Section 14.05 Types of Permits of the Spring City Zoning Ordinance for the definitions. Check the box that applies:

- Owner Occupied
- Non-Owner Occupied
- Unoccupied

I. Contact Information

Check the box that applies. The property owner is: An individual(s) Business entity Trust

If the property owner is a business entity, specify:

- Corporation
- LLC
- Partnership
- Sole proprietorship

Property Owner(s) Name: _____

Complete Mailing Address: _____

Telephone Number: _____ Email: _____

If the Property Owner is a business entity or trust, please provide the following information for the person responsible for overseeing the property:

Full Legal Name: _____

Complete Mailing Address: _____

Telephone Number: _____ Email: _____

Applicant/Agent Name: _____

Complete Mailing Address: _____

Telephone Number: _____ Email: _____

II. Property Information

Property Address (property being rented):

Complete Mailing Address: _____

Zoning: _____ Parcel Number: _____

Property Details:

A. Please provide a narrative of the area available for rent. Be specific (i.e. which bedrooms or common areas are available):

Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.

B. How many bedrooms are available (maximum of 5 bedrooms under any circumstance): _____

C. What are the days of operation (all year, just holidays, weekends/weeknights, etc.): _____

D. What is the property's maximum number of occupants? _____

E. What is the maximum number of vehicles that may be parked at the unit? _____

F. Describe the location of parking on the property. _____

G. How will garbage/trash be handled? What is the method of informing occupants about method of disposal of trash? _____

III. Ownership and Agency

A. Do you own the property? Check the box that applies. Yes No

If you answered "No" to the above, what is your interest in the property? _____

If you answered "No" to the above, are you a lessee/tenant of the property? Yes No

If you are a lessee/tenant of the property, please provide the following information:

Name full legal name of owner of the property: _____

Mailing address of owner of the property: _____

Email address of owner of the property: _____

Telephone number of the owner of the property: _____

B. Is this property owner-occupied? _____

C. What company is this property's insurance carried by? What insurance company insures this property?

D. What is the policy number of your property's insurance plan? _____

E. What is your Town of Spring City Business License number? _____

Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.

F. Per Section 14.06 of the Zoning Ordinance, the Applicant must designate a person who shall be available 24-hours per day, 7 days per week for the purpose of: being able to physically respond, as necessary, within 45 minutes of notification of a complaint regarding the condition, operation, or conduct of occupants of the Short-Term Rental Unit; and taking any remedial action necessary to resolve any such complaints. This contact person may be the owner, a lessee or the owner's agent. Please provide the following information pertaining to the contact person/designated agent for the Short-Term Rental Unit:

Full legal name: _____

Cell Phone Number: _____ Home Phone Number: _____

Work Phone Number: _____ Email Address: _____

Mailing Address: _____

Physical Address (if different from mailing address): _____

IV. Items to Provide

Please provide the following items with your application. Failure to provide these items may delay your application.

- A. Proof of Ownership (i.e. deed) or Proof of Lease Agreement if Applicant is a Lessee/Tenant.
- B. Proof of Agency (if applicable).
- C. Proof of Insurance.
- D. A Site Plan and a Floor Plan (including at a minimum the information in Section 14.06 Paragraph 4).
- E. A description of the area available for short term rental (i.e. the entire property and house, a guest cottage, a portion of the house, etc.).
- F. Certification/and or registration number related to hotel/motel occupancy tax.
- G. For grandfathered applications, proof of compliance.
- H. If the owner of the Short-Term Rental Unit is a business entity, the business must submit documentation to demonstrate that the business is in good standing with the Tennessee Secretary of State.

*Please note that pursuant to Section 14.06 of the Spring City Zoning Ordinance, in addition to the information required by the Application itself, the Building Inspector may request other information reasonably required to allow the Town of Spring City to process the application.

V. Application Fee

The application fee shall be \$250.00. A check or money order payable to the Town of Spring City must accompany this application. There shall be no proration of fees and once paid, the application fee is non-refundable. Please note that unless suspended or revoked for a violation, pursuant to Section 14.10 of the Spring City Zoning Ordinance, there shall be a Short-Term Rental Unit Permit Renewal Fee to be paid annually in the amount of \$100.00.

VI. Signatures

A. Signature of Applicant/Agent

I certify that the facts set out in the foregoing Application are true to the best of my knowledge. In the event any information given is found to be false, any decision rendered may be revoked at any time. I understand that failure to provide adequate and complete information shall be grounds for denial of this Application.

Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.

I, as Applicant/Agent, agree that if a permit is approved and issued, to assume all risk and agree to indemnify, defend, and hold the Town of Spring City harmless concerning the Town’s approval of the permit, the operation and maintenance of the Short-Term Rental Unit, and any other matter relating to the Short-Term Rental Unit.

I acknowledge that I have received a copy of Article 14, Short-Term Rental Units of the Zoning Ordinance for the Town of Spring City.

Signature of Applicant/Agent Date: _____

Print Applicant’s/Agent’s Name

B. Signature of Owner (The Owner of the property must sign the application in both Paragraphs A and B, even if the Owner is the same as the Applicant/Agent.)

I, as owner of the Short-Term Rental Unit, agree that if a permit is approved and issued, to assume all risk and agree to indemnify, defend and hold the Town of Spring City harmless concerning the City’s approval of the permit, the operation and maintenance of the Short-Term Rental Unit, and any other matter relating to the Short-Term Rental Unit.

I acknowledge that I have received a copy of Article 14, Short-Term Rental Units of the Zoning Ordinance for the Town of Spring City.

Signature of Owner Date: _____

Print Owner’s Name

C. Signature of Owner if Applicant/Agent is a Lessee/Tenant (The Owner of the property must sign the application in both Paragraphs B and C if the Applicant is a lessee/tenant.)

I, with my signature below, acknowledge as owner of the property that I have read and understand the Town of Spring City Short-Term Rental Unit rules; and, that as owner of the property, I understand and agree that I am legally responsible and liable for compliance by the lessee and all occupants of the Short-Term Rental Unit and with all provisions of Article 14, Short-Term Rental Units of the Zoning Ordinance for the Town of Spring City and all other applicable ordinances of the Town of Spring City.

Signature of Owner Date: _____

Print Owner’s Name

Please return a signed copy of the Ordinance to Southeast Tennessee Development District for the Official Zoning Ordinance to be updated.

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Does Applicant have a business license? Yes No

If yes, business name: _____

Start date of business: _____ Is business current on business tax?: _____

If no, date of expiration: _____ Proof of insurance received? Yes No

In good standing with Tennessee Secretary of State, if business? Yes No

Documents received showing Applicant as Owner or Rental Agent or Lessee? Yes No

Comments: _____

Business License Clerk Signature

Date

Floor Plan & Site Plan Reviewed? Yes No Parking area reviewed? Yes No

Grandfathered Compliance? Yes No

Comments: _____

Building Inspector Signature

Date

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Short Term Rental Permit

TOWN OF SPRING CITY, TENNESSEE

SHORT TERM RENTAL PERMIT

Business License Number: _____

Short-Term Rental Unit Permit Number: _____

Permit Approved on: _____

Applicable Hotel-Motel tax certifications/numbers:

Maximum Occupancy of the Unit: _____

Maximum Number of Vehicles allowed to be parked at unit: _____

Owner of Short Term Rental Unit:

_____ (full name)

Owner's Address: _____

Owner's Email: _____

Owner's Home Telephone No: _____

Work No: _____ **Cell No:** _____

Short-Term Rental Agent's Full Name (if different from above):

Short-Term Rental Agent's Address: _____

Short-Term Rental Agent's Email: _____

Short-Term Rental Agent's Home Telephone No: _____

Work No: _____ **Cell No:** _____

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NOW, THEREFORE, BE IT FURTHER ORDAINED, that this ordinance shall become effective upon final reading and passage by the Spring City Board of Mayor and Commissioners in the Town of Spring City, Tennessee, the public welfare requiring it.

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

MAYOR, TOWN OF SPRING CITY

ATTEST: Town Recorder

Date of Public Hearing: _____