

## INSTRUCTIONS

### ADJACENT NEIGHBORS NOTIFICATION REQUIREMENT

The “Adjacent Neighbor(s) Notification,” herein referred to as “notification” requirement, as outlined in the Short Term Vacation Rental (STVR) Ordinance, Sec. 4.9.6, requires the property owner/STVR applicant or the property owner’s rental agent, to notify adjacent neighbor(s), that a STVR application has been submitted to the City requesting operation of a proposed STVR. Adjacent property includes any property that shares a property line with the proposed STVR. Copies of the documentation showing that notification was made is required at the time of submission of a STVR application through the STVR application process **and** prior to the issuance of an initial STVR permit.

Notification must include the information outlined below and must be provided in writing and addressed to the property owner(s) mailing address. You can locate adjacent property owner information on the Tax Assessor’s website at <https://publicaccess.columbusga.gov/forms/htmlframe.aspx?mode=content/home.htm>

Each adjacent property owner should sign acknowledging that they were provided with notification of this short term vacation rental use, when notification is provided in-person/hand-delivery; OR

Notification can be via certified mail, return receipt requested, and the City would need a copy of the document/letter that you provided to the adjacent property owner(s); and copies of completed certified mail receipts.

Notification in writing and addressed to the property owner(s) must provide:

- (1) Street address of the proposed short-term vacation rental;
- (2) Location of any on-site parking for short-term vacation rental occupants;
- (3) Provide maximum occupancy - Calculate the maximum occupancy as follows: **2 occupants per bedroom + one additional occupant**
- (4) Copy of the short-term vacation exemplar rental agreement;
- (5) Name of property owner; and
- (6) Name of rental agent and contact information. When property owner is the rental agent, must provide property owner(s) contact information.