



Application Procedures Conditional Use Permit Short Term Rental

1. **A pre-application meeting is required.** Call 664-4752 for an appointment.
2. Contact the appropriate Civic League and Business Association. Attendance at a Civic League meeting or a public meeting as organized by the applicant is required as part of a complete submission.
3. Meet with the Departments of Transit, and Recreation Parks and Open space for site recommendations prior to submittal of application.
4. Submit completed application with all required attachments including:
 - **Fee: \$1,080** check for required application fee made payable to the City of Norfolk.
 - **Physical Survey:** 8½ x 11-inch or 11 x 17-inch copy of a physical survey, drawn to scale and showing site conditions including existing structures, driveways, parking, property lines, and landscaping (see attached example).
 - **Conceptual Site Plan:** 8 ½ x 11-inch or 11 x 17-inch copy of a conceptual site plan drawn to scale and showing:
 - All proposed site improvements
 - Proposed structures
 - Drive aisles and parking with dimensions
 - Proposed changes to parcel/property lines (including lease lines)
 - All recommendations of Department of Transit and Recreation Parks and Open Space.
 - **Taxes:** Proof that all City taxes are current.
 - **Business Association:** Letter or copy of email from local Business Association.
 - **Civic League:** Letter from Civic League or summary of public meeting.
 - **Deliver to:**
 - Department of Planning
810 Union Street, Room 508
Norfolk, Virginia 23510
5. Provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).
6. Staff will review application to determine completeness.
7. Staff will conduct a site visit to post notice and photograph property (Applicant does not need to be present.)
8. Staff will advertise legal notice of application request in *Virginian Pilot*.
9. The Planning Commission will visit the site on the 2nd Wednesday of the month. (Applicant does not need to be present).

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10. Prior to the public hearing the applicant will receive conditions pertaining to the request that staff is recommending. Please review the conditions, and if you have any questions or concerns, contact staff. If you understand and concur with the conditions, please return a signed copy of the conditions to the Planning Department.

11. Applicant **must** attend public hearing:
 - Where: City Hall Building
11th Floor, Council Chambers

 - Time: 2:15 p.m.
13. During the Commission's hearing:

Applicant must register to speak prior to the 2:30 hearing start time.

 - Staff will present application and recommendation with conditions.
 - Applicant/representative may make a presentation.
 - Proponents may speak.
 - Opponents may speak.
 - Time will be provided for rebuttal.
14. The Planning Commission will make a recommendation on the application at the hearing which is forwarded to City Council.
15. The item will be considered by City Council on the 2nd Tuesday of the following month. The applicant must be present.
 - Where: City Hall Building
11th Floor, Council Chambers

 - Time: 7:00 p.m.
16. In accordance with *The City of Norfolk Zoning Ordinance*, construction shall begin or the use of land for which the conditional use permit has been obtained shall commence within 12 months from the adoption of the ordinance; otherwise the ordinance shall be void.



**APPLICATION
CONDITIONAL USE PERMIT
Short Term Rental
(Please print)**

Date _____

DESCRIPTION OF PROPERTY

Address: _____

Single Family Home or Multi-Family Building: _____

Proposed Use: _____

Number of Dwelling Units: _____ Total Number of Bedrooms/Bedrooms per Unit: _____

Zoning: _____

Trade Name of Business (if applicable): _____

APPLICANT*

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City): _____ (State): _____ (Zip Code): _____

Daytime telephone number of applicant: () _____

E-mail address: _____

AUTHORIZED AGENT* (if applicable)

2. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City): _____ (State): _____ (Zip Code): _____

Daytime telephone number of applicant: () _____ Fax () _____

E-mail address: _____

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PROPERTY OWNER*

3. Name of property owner: (Last) _____ (First) _____ (MI) _____

Mailing address of property owner (Street/P.O. box): _____

(City): _____ (State): _____ (Zip Code): _____

Daytime telephone number of owner: () _____

E-mail address: _____

***(If applicant/agent/property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)**

CIVIC LEAGUE - BUSINESS ASSOCIATION - HOA INFORMATION

Civic League contact: _____

Date meeting attended/held: _____

Local Business Association (if applicable) contact: _____

Date meeting attended/held: _____

Home/Property/Condominium Owners Association (if applicable) contact: _____

Date meeting attended/held: _____

Ward/Super Ward information: _____

CERTIFICATION

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: _____ Sign: _____
(Property Owner) (Date)

Print name: _____ Sign: _____
(Applicant) (Date)

(If Applicable)

Print name: _____ Sign: _____
(Authorized Agent Signature) (Date)



**Description of Operations
Conditional Use Permit**

Date: _____

Trade name of business: _____

Address of business: _____

Name(s) of business owner(s)*: _____

Name(s) of property owner(s)*: _____

Daytime telephone number () _____

***If business or property owner is partnership, all partners must be listed.**

***If business or property owner is an LLC or Corporation, all principals must be listed.**

Standard Conditions for Short Term Rentals:

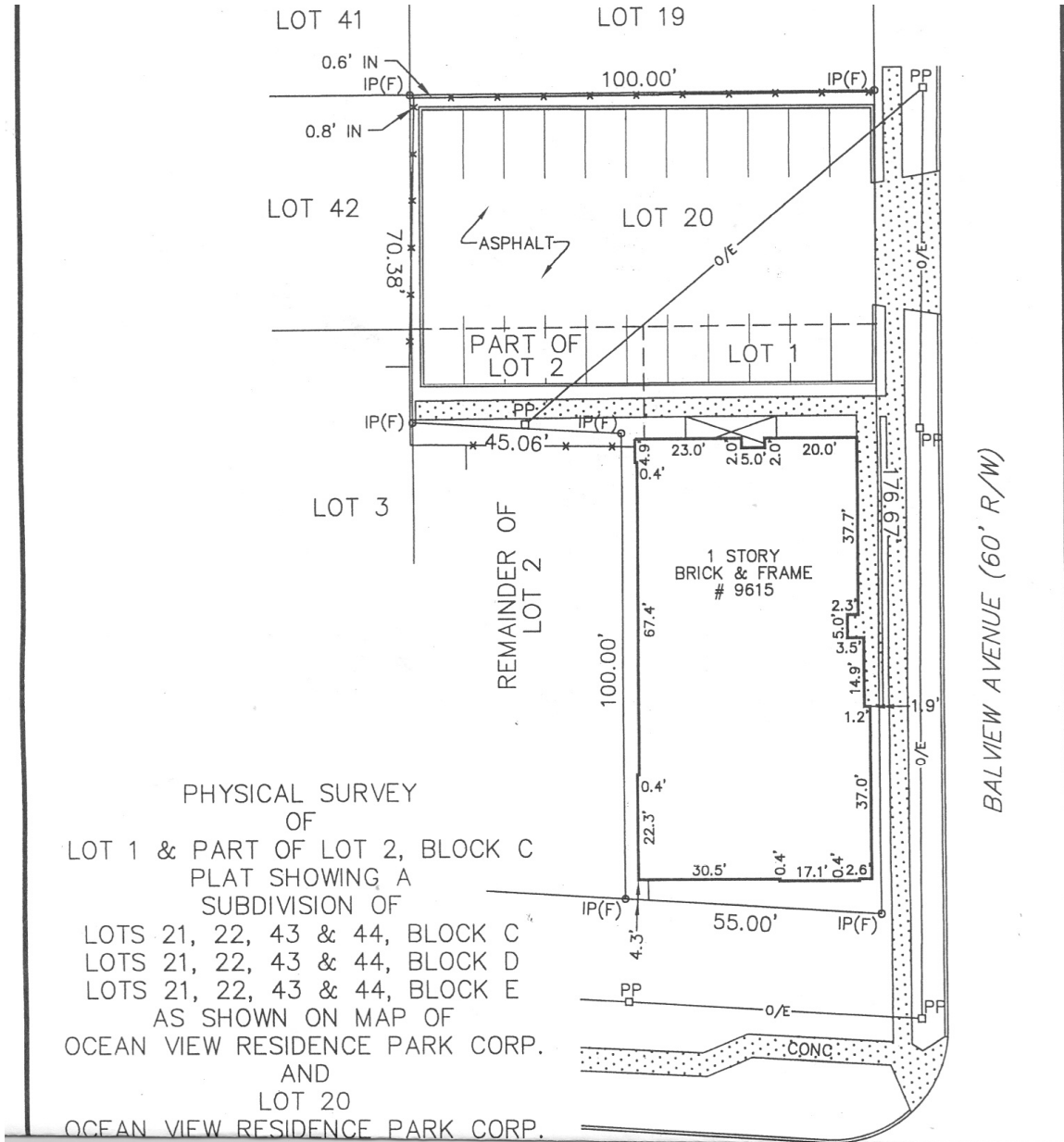
1. The property being rented for use as a Short-Term Rental is not be the owner's primary residence.
2. No rental activity may commence until the operator has received a Zoning Permit and a Business License.
3. This permit is valid for two (2) years.
4. The maximum occupancy of all guests is two (2) for each bedroom being provided.
5. Must provide off-street, paved parking spaces for guests. Parking on unimproved surfaces or City property is prohibited.
6. You are responsible for reporting and paying local transient occupancy and room taxes via your Business License. Business Licenses are renewed annually through the Commissioner of the Revenue.
7. If you are found to be non-compliant with one or more of the items necessary for registration, the following penalties apply:
 - a. First Instance: The City will issue a written notice warning of the violation, requiring corrective action within 14 days. If uncorrected at the end of this period, the violation will constitute a second instance of noncompliance.
 - b. For the second instance during any two-year period, your property will be suspended from the City STR Registry for four (4) months, during which time your property shall be considered unregistered.

- c. For the third instance during any two-year period, the property shall be removed from the City STR Registry and shall be ineligible to be re-registered or otherwise authorized for use as a short-term rental unit for one (1) year.
8. Nothing in this permit shall be construed to supersede or limit contracts or agreements between or among individuals or private entities related to the use of real property, including recorded declarations and covenants, the provisions of condominium instruments of a condominium created pursuant to the Condominium Act (Va. Code § 55-79.39 et seq.), the declaration of a common interest community as defined in Va. Code § 55-528, the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (Va. Code § 55-424 et seq.), or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (Va. Code § 55-508 et seq.).
9. The short-term rental unit shall be made available to guests exclusively through the use of one or more online booking platforms that provide, at minimum, listing services throughout all of the United States. If the operator elects to list the property on more than one such platform, then the listing on each platform shall be identical with respect to the type of short-term rental being offered, the number of rooms available, the number of guests that may be hosted, and the areas of the property available to guests.
10. The operator shall conspicuously post on the interior of each rental unit and the exterior of the property a sign informing guests and neighbors of the name and phone number of an emergency contact person as well as the phone number of the City's 24-hour call center.

Signature of Applicant

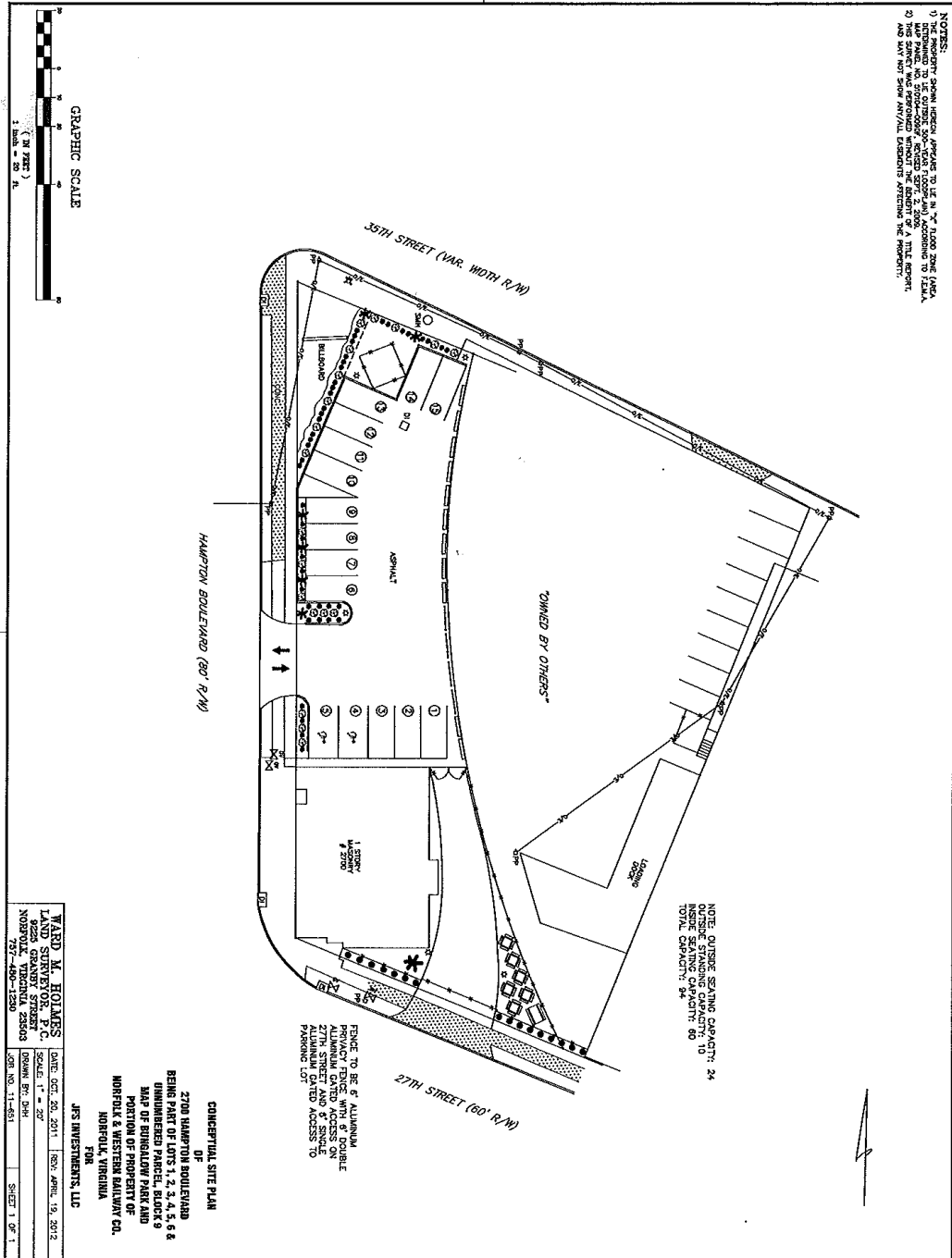
EXAMPLE

Survey



EXAMPLE

Conceptual Site Plan
(required for new construction or site improvements)





Checklist – Conditional Use Permit

Item	Yes	No	Not Applicable (Staff to fill-out)	Comments
Required application fee, <u>\$1,080.00</u>				
Pre-application meeting with Zoning Staff (At least 3 business days prior to deadline)				
Has this proposal been coordinated with the appropriate Civic League(s) or a public meeting held?				
Has this application been coordinated with the Department of Transit? (757) 664-7300				
Has this application been coordinated with Recreation, Parks and Open Space (757)-441-2400?				
One 8½ x 14 inch or 11 x 17-inch scaled copy of a physical survey				
One 8½ x 14 inch or 11 x 17-inch scaled copy of a conceptual site plan				
Signature of all property owners?				
Is property in an AICUZ? Clear zone/Accident Potential Zone (APZ)/Noise zone				
Is property within ½ mile of another locality, or 3,000 feet of a military installation?				
Proof of all City taxes paid?				

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____