



## **SHORT TERM RENTAL - CHECKLIST**

### **Application:**

- \_\_\_\_\_ Board of Zoning Appeals Application (typed or printed) filled out completely with a \$300 filing fee.
- \_\_\_\_\_ Floor Plan to scale (11" x17" or smaller). The location of fully functioning smoke and carbon monoxide detectors must be shown on the floor plan.
- \_\_\_\_\_ Survey Plat or drawing of property (to scale) to include all existing structures, curb cuts, on and off-street parking spaces.

### **Supporting documents:**

- \_\_\_\_\_ Evidence of ownership as provided in Section 21-605.2(d) of the Zoning Ordinance.
- \_\_\_\_\_ Copy of general liability insurance in the amount of at least \$500,000.
- \_\_\_\_\_ Property management plan.
- \_\_\_\_\_ HOA/POA written confirmation that the short-term rental is permitted if property is located in a subdivision governed by a HOA/POA.

### **The Applicant acknowledges the following:**

- \_\_\_\_\_ Only one room in the principal dwelling may be rented.
- \_\_\_\_\_ Rentals are limited to owner-occupied single-family detached dwellings and the owner must be physically present at the property during any rental period.
- \_\_\_\_\_ The furnishing of meals is not permitted.
- \_\_\_\_\_ No more than two transient visitors shall occupy a room at the same time, excluding minor children of the transient occupants unless otherwise reduced by the USBC and other applicable laws and regulations.
- \_\_\_\_\_ A register of short term rentals must be kept by the owner for a period of two years and such register is subject to inspection upon written request by the Zoning Administrator. The names and addresses of all transient visitors occupying the property and the dates rented must be maintained in the register.
- \_\_\_\_\_ The same transient visitor cannot occupy for a period of more than 30 days during any calendar year.
- \_\_\_\_\_ No visible evidence of the conduct of a short term rental is allowed on the outside of the property.
- \_\_\_\_\_ Event rentals are not permitted.
- \_\_\_\_\_ Outdoor burning shall be in compliance with Chapter 5 of the Williamsburg City Code.
- \_\_\_\_\_ Rentals are limited to not more than 104 nights per calendar year and no other rentals are allowed on the property.