

County of Middlesex, Virginia

SHORT-TERM RENTAL APPLICATION

Checklist for Applicants

The following regulations must be observed:

- Completed Short Term Rental Application
- All rentals shall have approved sanitary facilities approved by the Virginia Department of Health.
 - Official Documentation from the Local Health Department (VDH) depicting the MAXIMUM number of allowable bedrooms and any use restrictions associated with the permit.
 - Dwelling occupancy shall conform to VDH requirements for the number of bedrooms.
 - Provide proof, in the form of a receipt from a licensed pump-out contractor, that the on-site sewage disposal system has been pumped in accordance with the 5 year pump-out requirements specified in Article 4A, Section 4A-10.G.1 of the Middlesex County Zoning Ordinance or any successor regulatory agency as assigned by the Code of Virginia.
 - In the event that the dwelling is currently utilizing a municipal or central sewage system, only the number of bedrooms that were permitted through the Building and Zoning Permit process, shall be allowed for occupation.
- Request exceeds 5 bedrooms.
 - Yes
 - The owner/operator shall comply with the use group requirements as determined by the Building Official
 - No
- The owner/operator shall provide complete contact information, which shall include but not be limited to, a current phone number, an email address, and current address of the party responsible for management of the use. The responsible party contact information shall be provided via certified mail by the owner/operator to all property owners that adjoin the use and are located across the right-of-way of the property subject to these requirements.
 - Form Letter Attached
 - APO List will be provided by Planning Department upon application submittal.
- Adequate off-street parking shall be provided for all vehicles, which shall include but be not limited to: cars, trucks, boats, jet skis and recreational vehicles. Said parking shall be demonstrated with a site plan and/or sketch when applying for the Zoning Permit. One parking space for each sleeping room shall be provided and shall not be located in a required front yard, except within an existing driveway. On-street parking shall not be utilized to meet the requirements of this section.
- An evacuation plan shall be submitted with the application that depicts all egress points of the dwelling.
 - In addition to the evacuation plan, the applicant shall be required to maintain a type 2A-10BC fire extinguisher in the kitchen area and indicate the location on the provided plan.
 - Once the application has been approved, the owner/operator shall display the evacuation plan in a conspicuous location in the dwelling.

The Director of Planning or the Zoning Administrator, may, if determined necessary, require screening on or generally along the property line with an adjoining property. This screening may be fencing or vegetation that achieves the same screening component as fencing.

Please sign to acknowledge the rules and regulations listed above.

Property Owner:

Date:

4A-10. Performance Standards. All development or redevelopment of land in the Resource Protection Area (RPA) and Resource Management Area (RMA) shall meet the following performance standards:

*G. On-site sewage treatment systems not requiring a Virginia Pollutant Discharge Elimination System (VPDES) permit shall:
1. All on-site sewage disposal systems not requiring a NPDES permit shall be pumped out at least once every five years.*

County of Middlesex, Virginia

Department of Planning and Community Development

Short Term Rental Application

OFFICE USE ONLY

Date: _____

Parcel Number: _____

Zoning Permit #: _____

Magisterial District: _____

Fee: \$75.00 Approval Denial

Septic Permit #: _____

CBPA: _____

Zoning Administrator _____

Zoning District: _____

See Comments if Checked

Date Complete Application Submitted: _____

Any person aggrieved by this notice may have the right of appeal. Any appeal shall be filed within thirty (30) days and be in accordance with Section 15.2-2311 of the Code of Virginia. This decision shall be final and unappealable if not appealed within thirty (30) days.

TO BE COMPLETED BY APPLICANT:

Parcel Size: _____ Current Use: _____

Project Description / Rental Home Name: _____

E911 Address / Directions to Site: _____

Property Owner: _____

Mailing Address: _____ Email: _____

City, State, Zip: _____ Daytime Phone #: _____

Property Manager/Operator: _____

Mailing Address: _____ Email: _____

City, State, Zip: _____ Daytime Phone #: _____

Evening/Weekend Phone #: _____

Zoning

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that construction and use will conform to the Middlesex County Zoning Ordinance, Subdivision Ordinance or any other applicable laws of Middlesex County. I understand approval of this permit is contingent upon approvals of necessary Federal and State agencies.

Property Owner Signature _____

Date _____

Comments: _____

Fee Paid : Cash Check

Property Owner: Mail Call When Ready Contractor: Mail Call When Ready

«First_Name» «Last_Name»
«Mailing_Address»
«City», «State» «Zip»

Dear Adjoining Property Owner:

An application has been submitted to the Middlesex County Planning Department for a Zoning Permit to operate a Short-Term Rental Home on property located at:

911 Address: «M_911_Address»

Tax Map #: «Tax_Map»

You have been identified as an adjoining property owner.

Pursuant to Middlesex County Zoning Ordinance Article 15, Section 15-29.1. b the following information is provided:

- Property Owner/Property Operator Contact Information
 - **Name:** «First_Name» «Last_Name»
 - **Street Address/P.O. BOX:** «Mailing_Address»
 - **City:** «City»
 - **State:** «State»
 - **Zip Code:** «Zip»
 - **Phone Number:** «Phone_Number»
 - **Email Address:** «Email_Address»

If you have a complaint about the operation of this short-term rental, please contact the Operator at the above-listed telephone number. The Operator is required to respond to your complaint within 60 minutes of receiving your complaint pursuant to Middlesex Zoning Ordinance Article 15, Section 15-29.

The application is available for public inspection at the Department of Planning and Community Development, Historic Courthouse, 1st floor, Middlesex County Courthouse Complex, 865 General Puller Highway, Saluda, Virginia 23149 during normal business hours. Should you have any questions or desire additional information concerning the application you may contact this office at (804) 758-3382.

Sincerely,

Property Owner

Date