



# Supplemental Information for Short-Term Rental

OFFICE USE ONLY  
Date Received: \_\_\_\_\_

Case Number: UP \_\_\_\_\_

Complete this form in its entirety and submit with the completed Use Permit application form to the City of Hampton Community Development Department, Planning Division 22 Lincoln Street, 5th Floor. Hampton, Virginia 23669

## 1. LOT INFORMATION

Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_ Total Lot Area (ac. or sq. ft.) \_\_\_\_\_

Current On-site Parking Spaces \_\_\_\_\_ Current On-street Parking Spaces \_\_\_\_\_

Per Chapter 11, § 11-7 of Hampton's Zoning Ordinance, a standard parking space shall be a minimum of 9'x18'

## 2. BUILDING INFORMATION

Square Footage \_\_\_\_\_ Stories \_\_\_\_\_ Number of Kitchens \_\_\_\_\_

Proposed Number of Guests \_\_\_\_\_ Total Rentable Bedrooms \_\_\_\_\_ Total Bathrooms \_\_\_\_\_

Is this currently an owner-occupied residence?  Yes  No

Please attach a floor plan of the short-term rental with all rooms labeled as to their use along with the location(s) of any fire extinguishers, smoke detectors, and carbon monoxide (CO) detectors. The floor plan shall be drawn to scale featuring the respective square footage or dimension of each room.

## 3. SHORT-TERM RENTAL INFORMATION

Is the short-term rental currently operating and available for rent?  Yes  No

Do you plan to host events in conjunction with the short-term rental?  Yes  No

When do you intend to use the property as a short-term rental?  Year-round  Weekends  
 Seasonal. If so, what season(s)? \_\_\_\_\_

Are there accessory structures on property, such as a garage or gazebo, that would be used as part of the short-term rental?  Yes  No

## 4. RESPONSIBLE LOCAL PERSON (RLP) DESIGNEE

The Responsible Local Person ("RLP") shall be responsible for (1) addressing complaints related to the use of the property; (2) responding to any call from the City of Hampton regarding any notification of such an issue within one (1) hour of the notification by the City; and (3) accepting service of any notices of violation and summonses upon request. The RLP must reside in the Commonwealth of Virginia.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Please initial next to each statement to indicate the applicant(s) understanding and willingness to comply.**

\_\_\_\_\_ *I acknowledge and understand that the Use Permit, if approved, governs only the City of Hampton's regulatory requirements, and that it is the operator's responsibility to comply with any private covenants that may apply to the property. Private agreements related to a parcel, such as homeowners association declarations, leases, or other similar documents, that may limit or prohibit certain uses on a parcel are not considered by the City during the use permit process, as such private agreements are not enforceable by the City.*