

East Ocean View Civic League
Guidelines for Property Short-Term Rental
Conditional Use Permit Civic League Support

Purpose.

The purpose of these guidelines is to ensure that the civic league members have adequate information and time to evaluate the proposed short-term rental property Conditional Use Permit (CUP). Civic league support is sought as supplementary information to the City of Norfolk CUP process. These guidelines will facilitate and expedite the civic league process

Minimum Submittal Requirements. (*Documents may be submitted electronically as Adobe PDF or JPG Photo files with appropriate resolution and detail to be viewed or printed for review. A Microsoft Power Point template is available.*)

- **Request Information.**
 - Name/Address of property
 - Why you are requesting CUP from Civic League?
- **Photos.**
 - Proximity Map - Aerial map/photo to show location/surrounding area (google map)
 - Sample Exterior Photos – Include a few photos showing property layout, parking, etc.
 - Signage - Photo of sign required by City of Norfolk CUP indicating 24 hr contact
- **Neighbor Support.**
 - Provide verifiable documentation that your neighbors approve of your CUP application for rental purposes.
- **Owner Policies and Information.** Provide a few bullets about you/how you plan to manage property that you may want EOVC Civic League to consider in evaluating their support. (sample ideas below)
 - Are you a local owner?
 - How long have you owned property?
 - How often do you check property?
 - Do you rent to locals?
 - How do you screen renters to avoid large parties, noise and problems that neighbors would complain about?
 - Do you have rental experience?
- **Property Management.**
 - **Trash.** What is your plan to mitigate trash problems (cans left out during week, overflowing trash, etc.)? Do you have your address number painted on your cans?
 - **Noise.** What is your plan to mitigate noise problems?
 - **Parking.** How many parking spaces are available for your property? What are you doing to mitigate overflow problems?
 - **Contact.** Are you available after hours for direct contact in the event there are problems?
 - **History.** Have you had past problems reported? What did you do?

Submittal and Review Process:

- **Owner Submittal:** The property owner should submit the required documents to the civic league BOARD at least 10 days prior to the general civic league meeting when a vote of support is requested.
- **General Meeting:** At the designated general civic league meeting, the request submittal materials will be presented for league review and vote. The owner may be present for questions and answers. A vote will be taken and recorded for inclusion in the civic league letter to the appropriate City office.