

Conditional Use Permit (CUP) for Short Term Rental

Name (homeowner/applicant)

9520 E 20th Bay Street, Norfolk, VA 23518 (address)



Reason CUP required

- Requirement by Norfolk/CUP for 4BR or more home for Short Term Rental
- Request EOV Civic League Endorsement on CUP
- Norfolk requires ## parking spots in coastal area(Home has ## available on property)
- Once CUP approved owner will post signs inside and out outside with emergency contact information and city 24 hour call center

Vacation Rental Parking Requirements

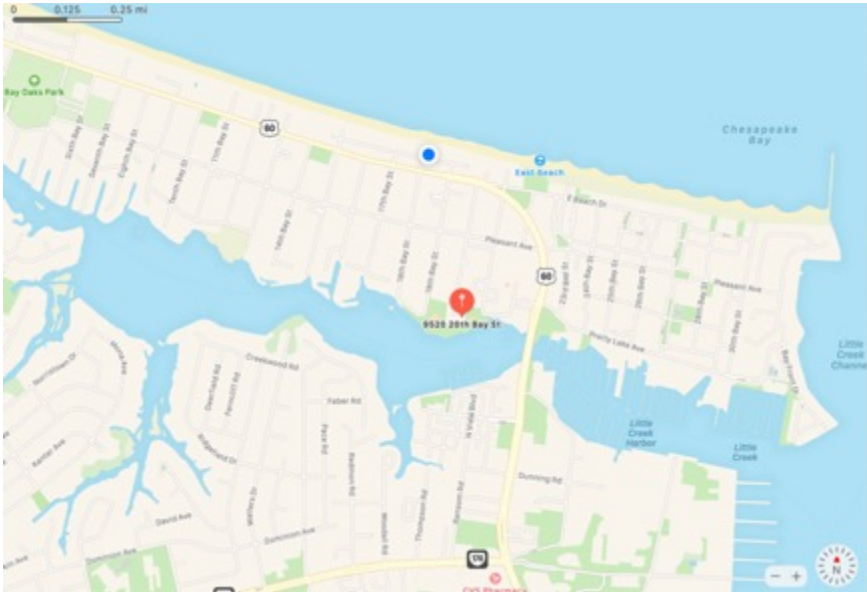
Parking requirements vary depending on where your property is in Norfolk. To determine your Character District, [click here](#).

Vacation Rental Parking Requirements					
Character District	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
Downtown	1	1	2	2	3
Traditional	1	1	2	3	3
Suburban	1	2	3	4	5
Coastal	1	1	1	2 (CUP Required)	3 (CUP Required)

In order to be counted, parking spaces must be 8x18 feet, paved, and on your property. Parking on unimproved surfaces or City property is not permitted.

Map Location and Satellite Photo

(address)



Owner Info and Property Management Plan

- Any relevant information about owner
- Anything notable about property
- List any past rental experience
- Is property owner occupied? Full/part time?
- Is owner local?
- Any future plans for property?
- What is your rental plan?
- How will you manage property? Realty Co., Neighbor, Self?
- What is your plan to prevent/manage noise, parties, disturbances?
- What is your plan to prevent/manage parking problems?
- What is your plan to prevent/manage trash problems?

Parking/Trash

- # Parking spaces available on property
- # garage spaces and # driveway spaces
- Public parking in street(# spaces)
- Dumpster on site/Managed by Realty Co.



Neighbor Support Letters

- Include copy/photo of all neighbors immediately adjacent to your property
- Letters should be signed or copy of email, etc. documenting support
- Neighbor support is not required but lack of may be considered by Civic League

Sample Text for your use in letter:

"I have been contacted by the City of Norfolk and have started the process to have my house listed on the Norfolk Short Term Rental (STR) list. This requires a Conditional Use Permit (CUP).

Part of the process is to obtain neighbor acknowledgment and approval for my home to be used as an STR using online booking applications. Therefore, I am requesting you support by signing this letter below.

You can always call me if my guests are being too loud, if their conduct is at all questionable, and any other disturbances or issues. If any were to occur, I will immediately address the situation.

I would very much appreciate your help with this matter and request that you please sign this document to reflect your support for this STR CUP. Please let me know if you have any questions."