



BEDFORD COUNTY
ZONING PERMIT APPLICATION
SHORT TERM RENTAL
(PLEASE PRINT)

PARCEL INFORMATION:

Tax Map #:
Subdivision:
Section: Lot
Street Address:

ZONING: (to be completed by Staff)

Parcel ID (RPC):
Zoning District:
Magisterial District: Election District:
Overlay District(s):

OWNER INFORMATION:

Name
Address
City, State, Zip code
Phone #
Mobile #
Email address

RENTAL AGENCY:

Agency Name
Address
City, State, Zip code
Phone #s Day time Evening
Email address

DWELLING INFORMATION:

Number of Bedrooms on Approved Sewage Disposal System Permit
Maximum permitted overnight occupancy = # Bedrooms X 2 people (two yrs and over)
Number of Working Smoke Detectors
Number of Working Fire Extinguishers (minimum two-pounds & ABC Rated)

ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION:

- 1. Approved Sewage Disposal System Permit issued by Health Department.
2. Documentation of septic tank inspection or pump out within five (5) years (only applicable if property is within 500 feet of 795' contour of Smith Mountain Lake).
3. Sketch showing location of sign and setback distance from any road right-of-way (if applicable).
4. Fifty dollar (\$50.00) permit application fee payable to Bedford County Treasurer.

Sec. 30-100-18. Short-term rentals. (Ordinance #O 112717-05)

The following regulations shall apply to all short-term rentals on parcels for any period less than thirty (30) days of residential dwelling units in the AP, AR, AV, R-1, R-2, C1, C2, PCD, and PRD zoning districts:

- (1) The owner of a dwelling unit to be used for short-term rental shall apply for a zoning permit to be approved and issued in conformance with this section - prior to utilizing the dwelling unit for short-term rental.
- (2) For dwelling units served by a privately operated sewage disposal system within five hundred feet (500') of the seven-hundred and ninety-five foot (795') elevation contour of Smith Mountain Lake, all applicants for new permits shall provide a copy of the approved health department sewage disposal system permit serving the dwelling and evidence of the septic tank being pumped out or inspected within five (5) years shall be submitted with the zoning permit application.

Upon the effective date of this ordinance, staff will notify affected property owners or their agents requesting proof that the septic system has been pumped out or inspected within five years from said effective date, and every five years thereafter. Bedford County may revoke a permit for repeated noncompliance with the performance standards. A copy of the permit shall be supplied to the rental agency and rental agent. The property owner and rental agent shall be required to present this permit when requested. The property owner and the rental agent shall, upon demand, be responsible to assure compliance with all requirements of this section.

The maximum number of occupants in the dwelling unit for overnight accommodation shall be calculated as two (2) adults per bedroom. An adult, for the purpose of this regulation, is any person over the age of two (2). The number of bedrooms shall be determined by reference to health department permits specifying the number of bedrooms or the certificate of occupancy issued by the Bedford County Department of Building Inspections.

- (3) There shall be no change in the outside appearance of the dwelling unit or premises, or other visible evidence of the conduct of such short-term rentals. Signage is limited to one (1) non-illuminated sign, and signage is limited to a maximum of two (2) square feet in area, shall be permitted per dwelling in the R-1 and R-2 districts; and sixteen (16) square feet in area in the AP, AR, and AV zoning districts. Any sign must conform with the provisions of article V of the zoning ordinance.
- (4) All boats and trailers of tenants shall be parked on the lot on which the dwelling unit is located. In the case of multifamily dwellings, boats and trailers must be parked in areas specifically reserved for the dwelling unit being rented. No boats or trailers shall be parked in, along, or on the sides of roads at any time.
- (5) There shall be a working, two-pound minimum, ABC rated, fire extinguisher located in a visible and readily accessible area (i.e., kitchen or hallway) within each dwelling unit. Working smoke detectors shall be installed in each bedroom of the dwelling unit as well as one (1) on each floor (including the basement) outside of any bedrooms.
- (6) (a) An owner's failure to register a short-term rental property (including single and multiple rooms in a residential structure) with the County will result in a civil penalty of \$500.00 per violation.

(b) Unless and until the subject property is registered, and any penalty imposed under subsection (a) is paid in full, the subject property may not be offered as a short-term rental.

(c) Upon three or more violations of any applicable state or local laws, ordinances or regulations as relating to a specific property offered for short-term rental (including, but not limited to, the requirement to register any such property), the County may prohibit such property from being registered and offered as a short-term rental.
- (7) No person shall be required to register a short-term rental pursuant to this section if such property is already licensed, permitted, or registered with the County as rental property.

CERTIFICATION

The undersigned hereby certifies the reading and understanding of all of the regulations stated in Section 30-100-18 Short-term Rentals of the Bedford County Zoning Ordinance and that the dwelling unit and property for which application is being made is and will continue to remain fully compliant with these regulations (listed above).

Printed Name of Owner(s) _____

Signature of Owner(s) _____

Date _____

Printed Name of Rental Agency representative _____

Signature of Rental Agency representative _____

Date _____

Applications for properties managed by a rental agency must be signed by the rental agency before submission to Bedford County.

OFFICE USE ONLY

_____ Application	_____ Septic Permit	_____ Fee
Date Received: _____	Received by: _____	
Date entered in system: _____	Entered by: _____	
Project #: _____	Zoning Use Approval #: _____	