

Application for Accessory Tourist Lodging



- Tourist Lodging fee = \$108 Fire Rescue fee = \$50
 Tourist Lodging Regulations Checklist.
 Certification that notice of this application has been provided to the property owner,
if owner is different from applicant.

A Tourist Lodging is a use within a residential zoning district composed of transient lodging provided within a single family dwelling having not more than five (5) guest rooms, located where the single family dwelling is actually used as such and the guest rooms are secondary to the single-family use, whether or not the guest rooms are used in conjunction with other portions of the dwelling.

Project Name: _____

Parcel ID Number: _____ Zoning: _____

Physical Street Address: _____

Contact (who should we contact about this project) _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Owner of Record _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Applicant _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Owner/Applicant Must Read and Sign

I hereby certify that the information provided on this application and accompanying information is accurate, true and correct to the best of my knowledge and belief.

Signature of Owner, Agent

Date

Print Name

Daytime phone number of Signatory

**TOURIST LODGING REGULATIONS CHECKLIST
(ZONING ORDINANCE SECTIONS 5.1.17 & 31.5)**

Each tourist lodging shall be subject to the following:

SKETCH REQUIREMENTS

A sketch plan of the site must be provided with requested items shown:

- Show the location of the dwelling unit used for the Tourist Lodging in relation to the property lines.
- Show the location of parking spaces to be used for the dwelling and the Tourist Lodging.
- Show the location of the access (ex. The driveway) to be used for the Tourist Lodging.
- Show the location, height, and lumens of any existing or proposed lighting to be used for the Tourist Lodging.
- Show the location of any signs to be used for the Tourist Lodging.
- Provide a floor plan of the single family dwelling proposed for the Tourist Lodging.

Residency. The single family dwelling unit used for the tourist lodging will be occupied by a resident of that same dwelling.

Number guest rooms. The Tourist Lodging may have up to five (5) guest rooms within the single family dwelling.

How many guest rooms will the Tourist Lodging have?

- 1 2 3 4 or 5

Parking. In addition to the parking required for a single family dwelling, the number of off-street parking spaces required by section 4.12.6 shall be provided. (SEE SKETCH REQUIREMENTS)

# of single family dwellings on the parcel	_____ X 2 = _____
# of guest rooms on the parcel	_____ X 1 = _____
Total number of parking spaces required for this Tourist Lodging	_____

Building code, fire and health approvals. Before the zoning administrator approves a zoning clearance for a tourist lodging use under section 31.5, the owner of the parcel shall obtain approvals of the use from the building official, the fire official and the Virginia Department of Health.

- Attach Building Official approval of the use
- Attach Fire Official approval of the use
- Attach Virginia Department of Health approval of the use

APPROVAL INFORMATION

[] Approved as proposed [] Approved with conditions [] Denied

Conditions _____

Zoning Official _____ **Date** _____

FOR OFFICE USE ONLY

ATL # _____

Fee Amount \$ _____ Date Paid _____ By who? _____ Receipt # _____ Ck# _____ By: _____