

**SHORT TERM RENTAL ADMINISTRATIVE PERMIT APPLICATION**

FAUQUIER COUNTY COMMUNITY DEVELOPMENT
 Division Of Zoning & Development Services
 16 Courthouse Square, Suite 100, Warrenton, VA 20186

Phone: 540-422-8220
 Facsimile: 540-422-8231

Items below are required for the Short Term Rental Permit application:

- Short Term Rental Permit Application with original signatures and notarized affidavit*
 (If applicant is other than the property owner, applicant must provide proof of authority to act as an agent for the owner in this application)
- Proof of Residency – Must show property owner’s name or name of property manager
- If road access is a private street/shared easement/shared driveway, provide:
 - Copy of letter/notice mailed to road access users
 - Proof of certified mail notification to road access users
 - Proof that road access meets fire apparatus road criteria
- Health Department records showing occupancy limits
- Property Management Plan with all required elements*
- Copy of Commissioner of the Revenue’s Short Term Rental registration
- \$165 (includes tech fee)
- An annual renewal fee of \$82.50 (Includes tech fee)

* Included in this packet

Fictitious Name of Rental:			
PIN:		Zoning Classification:	
Rental Address:		No. of Bedrooms:	
		No. of Proposed Sleepers:	
Website(s) where rental will be listed:			

PROPERTY OWNER		OPERATOR (IF DIFFERENT THAN OWNER)	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

Owner Signature_____
Date_____
Operator Signature_____
Date

Per Fauquier County Zoning Ordinance § 5-303: Additional Standards for Short Term Rentals:

Short Term Rentals shall be permitted with approval of an Administrative Permit providing the standards listed in the above section of the County Code are met. A Special Permit shall be required for all Short Term Rentals that do not meet the listed standards.

Each dwelling unit used as part of the Short Term Rental shall be in compliance with the fire protection and safety standards in the most recently adopted Uniform Statewide Building Code (USBC) prior to the first rental. This shall include, but not be limited to, providing the following safety features:

- A. Building Code compliant sized emergency escape or rescue opening for each bedroom;
- B. Working smoke detectors on each floor and in every bedroom;
- C. Working carbon monoxide detectors, if required; and
- D. Working fire extinguisher in a readily accessible location in all kitchen areas.

By completing the following affidavit, you are swearing that the proposed short term rental meets the requirements of the Fauquier County Zoning Ordinance § 5-303: Additional Standards for Short Term Rentals. **You are swearing that you live on the property a minimum of 183 days out of the year and live on the property during rental periods or designate a manager who resides within 2 miles of the property during rental periods.** You are swearing that the information contained in this application and the attached property management plan is true and correct to the best of your knowledge at the time of this application.

You acknowledge that the Short Term Rental permit is valid for one year from the date of approval. The Administrative permit may be renewed annually by the Zoning Administrator prior to the expiration of said permit subject to an affidavit verifying all standards are being met. Any Administrative Short Term Rental permit may be revoked by the Zoning Administrator for the reasons listed in Section 5-303 of the Fauquier County Zoning Ordinance.

SHORT TERM RENTAL AFFIDAVIT

STATE OF VIRGINIA
COUNTY OF FAUQUIER, to-wit:

COMES NOW _____ (name), and after having been sworn, state that I have read and understand the above, have truthfully acknowledged the above requirements and, as further outlined in the Fauquier County Zoning Ordinance § 5-303, and have provided true and correct information in this application and the attached property management plan.

Owner Signature: _____ Date: _____

SUBSCRIBED and SWORN TO before me this _____ day of _____, 20____, by _____.

My Commission Expires: _____

 Notary Public

<p>For Office Use Only: Zoning: _____ Fee: _____</p> <p>_____ Ownership Verified</p> <p>_____ Private Road meets fire apparatus standards</p> <p>_____ Private road YES or NO</p> <p>_____ - Copy of letter</p> <p>_____ - Proof of cert mail notification</p> <p>_____ HD Occupancy verified</p> <p>_____ CO verified</p> <p>_____ Property Management completed, with attached:</p> <p>_____ - Floor Plan shows Building/Fire Code compliance</p> <p>_____ - Evacuation Plan</p> <p>_____ - Plat/aerial shows location of rental, parking area (# spaces)</p> <p>_____ - Copy of the advertisement</p> <p>_____ COR registration submitted</p> <p>Meets Criteria YES or NO If NO, is use eligible for SPECIAL PERMIT Process? YES or NO</p> <p>Special Conditions _____</p> <p>_____</p> <p>Zoning Administrator/Staff _____ Date _____</p>	<p>Notes:</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>
--	---

PROPERTY MANAGEMENT PLAN

FICTITIOUS NAME OF RENTAL:	
PIN:	
Rental (911) Address:	
Number of guests permitted at this location:	

PROPERTY OWNER		OPERATOR (IF DIFFERENT THAN OWNER)	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

COUNTY SHERIFF			
Emergency:		Non-Emergency:	

NEAREST FIRE AND RESCUE STATION	
Address:	
Phone:	

NEAREST HOSPITAL OR CLINIC	
Address:	
Phone:	

UTILITY PROVIDERS			
Electric:		Phone:	
Gas:		Phone:	
Water:		Phone:	
Sewer:		Phone:	

GARBAGE/TRASH COLLECTION
Trash disposal will be provided by:
And removed from the property (frequency):

ATTACHMENTS	
	Notice of permitted noise level from the Fauquier County Zoning Ordinance and County Code
	Floor plan, including location of fire extinguishers, smoke detectors, carbon monoxide detectors (if applicable) and fire exits
	Evacuation plan
	Plat/aerial providing location of rental, parking area with number of spaces
	Copy of the advertisement

NOTICE TO OCCUPANTS

Pursuant to the Statewide Fire Prevention Code, fireworks are not permitted to be used on this property. “Fireworks” means any firecracker, torpedo, skyrocket, or other substance or object, of whatever form or construction, that contains any explosive or inflammable compound or substance, and is intended, or commonly known as fireworks, and which explodes, rises into the air or travels laterally, or fires projectiles into the air (*Code of Virginia* Sections 27-94 through 101).

Chapter 13.5 of the *Fauquier County Code* prohibits noise that is either plainly audible within any nearby dwellings or exceeds 65 decibels at the property line between the hours of 10:00 p.m. and 7:00 a.m., except Friday and Saturday evenings, when the hours of noise limitation shall be 11:00 p.m. to 7:00 a.m. the following day.