



ROANOKE COUNTY

PLANNING

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Philip Thompson,
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PLANNING
TRANSPORTATION
ZONING

SHORT-TERM RENTAL PERMIT APPLICATION

Incomplete applications may be returned without processing.

PROPERTY ADDRESS:		
PROPERTY OWNER		
Name:		
Contact Address:		
Phone Number(s):		
Email:		
RESPONSIBLE PARTY <i>The authorized party is responsible for resolving complaints</i>		
<input type="checkbox"/>	Owner will act as responsible party (information same as above)	
Name:		
Contact Address:		
Phone Number(s):		
Email:		
GENERAL STANDARDS <i>Please read each standard, and then initial the box provided.</i>		
I will notify the County within thirty (30) days of any change in the applicant's address or personal contact information, or any change in the name, address, or personal contact information of the authorized party responsible for resolving complaints.		
I acknowledge that a short-term rental zoning permit expires upon any change in ownership of the property.		
I acknowledge that a short-term rental zoning permit may be revoked by the Zoning Administrator due to the failure of the applicant to comply with all applicable regulations set forth in section 30-85-24.55 or elsewhere in the Zoning Ordinance or County Code.		
OFFICE USE ONLY		
Tax Parcel ID #:	Zoning District:	Parcel Size:
Based on the above information, I have determined that this request for a permit is:		
<input type="checkbox"/>	Approved - The information provided is in compliance with the Zoning Ordinance regulations, and the short-term rental zoning permit can be issued	
<input type="checkbox"/>	Denied - Not in compliance with the Zoning Ordinance Regulations	
Reviewed by:		Date:
Comments:		

Sec. 30-85-24.55. Short-term Rental

(A) General Standards:

1. The applicant shall obtain a zoning permit prior to the occupation of a room or dwelling for short-term rental. The zoning permit application shall include, but not be limited to, the following information:
 - a. All relevant parcel information including tax map number, zoning district, address, and magisterial district.
 - b. The applicant's name, address, and personal contact information.
 - c. The name, address, and personal contact information of the authorized party responsible for resolving complaints, if different from the applicant.
2. The County shall be notified within thirty (30) days of any change in the applicant's address or personal contact information, or any change in the name, address or personal contact information of the authorized party responsible for resolving complaints.
3. A short-term rental zoning permit expires upon any change in ownership of the property.
4. A short-term rental zoning permit may be revoked by the Zoning Administrator due to the failure of the applicant to comply with all applicable regulations set forth in this section or elsewhere in the Zoning Ordinance or County Code.

(B) In the R-1 and R-2 zoning district, the following standard shall apply:

1. A special use permit shall be required on lots less than five (5) acres. Lots that are five (5) acres or greater in size, a short-term rental shall be considered a use permitted by right.