



Rouss City Hall  
 15 North Cameron Street  
 Winchester, VA 22601

Telephone: (540) 667-1815  
 FAX: (540) 722-3618  
 TDD: (540) 722-0782  
 Web: www.winchesterva.gov

**HOMESHARE / SHORT TERM RENTAL SUPPLEMENTAL FORM**

**APPLICANT INFORMATION:**

**PROPERTY ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING:** WHAT TYPE OF RENTAL ACTIVITY IS BEING PROPOSED (SEE DEFINITIONS BELOW)?  Homeshare  Short Term Rental

WHAT IS THE MAXIMUM NUMBER OF BEDROOMS AVAILABLE FOR RENT? \_\_\_\_\_

HOW MANY OFF-STREET PARKING SPACES WILL BE PROVIDED FOR THE PROPOSED USE? \_\_\_\_\_

WHAT IS THE MAXIMUM NUMBER OF DAYS THAT A GUEST WILL BE ABLE TO RENT THE PROPERTY? \_\_\_\_\_

**USE DEFINITIONS:**

*Homeshare:* A dwelling unit in which a room or rooms are offered for rent for compensation for a period of thirty (30) consecutive days or less by an owner who utilizes the dwelling as his/her principal residence and occupies the dwelling unit during any such rental. No food shall be prepared for guests.

*Short Term Rental:* A dwelling unit that does not meet the definition of Homeshare in which a room or rooms, or the entire dwelling are rented for thirty (30) consecutive days or less for compensation. Unlike Bed and Breakfast Homestays and Bed and Breakfast Inns, no food shall be prepared for guests.

**ADDITIONAL PERMIT REQUIREMENTS:**

<u>Homeshare Uses</u>	<u>Short Term Rental Uses</u>
<input type="checkbox"/> Homeshares can only be operated by an owner who utilizes and resides at the dwelling as his or her primary residence. Acceptable proof of permanent residence may include: driver's license, voter registration card, or United States passport showing the address of the property.	<input type="checkbox"/> Off-street parking must be available at the dwelling unit unless the property benefits from an exemption or reduction in parking requirements per Section 18-6-6 of the Zoning Ordinance.

(form continues on reverse side)

**ADDITIONAL PERMIT REQUIREMENTS (continued):**

<u>Homeshare Uses</u>	<u>Short Term Rental Uses</u>
<ul style="list-style-type: none"><li><input type="checkbox"/> Off-street parking must be available at the dwelling unit unless the property benefits from an exemption or reduction in parking requirements per Section 18-6-6 of the Zoning Ordinance.</li><li><input type="checkbox"/> A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code; and a carbon monoxide detector must be installed on each floor in every dwelling.</li><li><input type="checkbox"/> No exterior signage for the use may be utilized.</li><li><input type="checkbox"/> The use at all times must comply with applicable noise and maximum sound level regulations per Chapter 17 of Winchester City Code, as amended.</li><li><input type="checkbox"/> The operator shall comply with all registration, filing and taxation requirements with the Commissioner of Revenue's and Treasurer's offices.</li><li><input type="checkbox"/> A property management plan must be submitted illustrating how the operator will handle neighborhood complaints, trash collection/removal, noise, and other neighborhood concerns.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> The operator must identify a responsible party who will be immediately available to respond to and resolve issues and complaints that arise during use of the property as a Short Term Rental.</li><li><input type="checkbox"/> A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code; and a carbon monoxide detector must be installed on each floor in every dwelling.</li><li><input type="checkbox"/> Emergency information must be conspicuously posted inside the property, including contact information for the party responsible for management of the facility.</li><li><input type="checkbox"/> The use at all times must comply with applicable noise and maximum sound level regulations per Chapter 17 of Winchester City Code, as amended.</li><li><input type="checkbox"/> The operator shall comply with all registration, filing and taxation requirements with the Commissioner of Revenue's and Treasurer's offices.</li><li><input type="checkbox"/> A property management plan must be submitted illustrating how the operator will handle neighborhood complaints, trash collection/removal, noise, and other neighborhood concerns.</li></ul>

**OWNER SIGNATURE:**

I hereby certify that the information submitted with this permit is accurate. Furthermore, I acknowledge that by submitting this application, I as property owner authorize the Zoning Administrator or designee to enter the subject property upon reasonable advance written notice, at least one time during the calendar year to verify that the homeshare/short term rental is being operated in accordance with the Zoning Ordinance:

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_