



TOWN OF DAYTON, VIRGINIA

SHORT-TERM RENTAL (STR) PERMIT APPLICATION

125-B Eastview St. Dayton, VA 22821 • Phone (540) 879-2241 • Fax: (540) 879-2243
www.daytonva.us

Short-Term Rental Property Address: _____

How many separate rooms will be available for rent: _____

Property Owner Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

If Property owner is NOT the STR Operator, please answer the following:

Short-Term Rental Operator: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Please read the Short-Term Rental permit guidelines and limitations contained in Chapter 30, Division 5 of the Town of Dayton Code (see attached). Depending upon the zoning classification of the property will determine the type of STR you are allowed to operate. If you are unsure of the property zoning classification, please contact the Town of Dayton Zoning Administrator for assistance.

Will this Short-Term Rental be Owner occupied?

☐ YES ☐ NO

Are house numbers posted on the outside of the premises and clearly visible?

☐ YES ☐ NO

Will adequate parking be provided for all occupants of the residence? Please attach detailed parking plan/drawing.

☐ YES ☐ NO

Is there a fire extinguisher provided and visible in all kitchen and cooking areas?

☐ YES ☐ NO

Are smoke detectors and carbon monoxide detectors installed as required by State Code?

☐ YES ☐ NO

Do you agree to provide an informational packet to occupants which will address the maximum occupancy, location of off-street parking, references to applicable noise and use restrictions, guidelines for trash storage and removal, evacuation routes in case of fire or emergency, local property representative information and any other pertinent information? Please attach the packet that will be provided.

☐ YES ☐ NO

After completing the Application and agreeing to the limitations, please sign and date the Application and return to the Dayton Town Office for Zoning review. If approved, a Business License will be issued upon proper application and the collection of associated fees. The Town will collect a Transient Occupancy Tax in the amount of 4.5% of gross sales for short-term rentals.

CERTIFICATION

As applicant, I submit the foregoing responses are true and understand that a finding to the contrary by the Zoning Administrator can invalidate this application. I further understand that the use shall comply with Chapter 30, Division 5 of the Town of Dayton Code.

Property Owner Signature

Date

FOR OFFICE USE ONLY

Property zoning classification _____

☐ **APPROVED**

☐ **DENIED**

Comments: _____

Zoning Administrator: _____ Date: _____

PART II - CODE OF ORDINANCES
Chapter 30 - ZONING
ARTICLE VII. - SUPPLEMENTARY DISTRICT REGULATIONS
DIVISION 5. SHORT TERM RENTALS¹

Sec. 30-758. General purpose.

The intent of this section is to permit and regulate the operation of short-term rentals, as defined in section 30-9, in appropriate locations throughout the town in an effort to stimulate economic development and tourism. These supplemental regulations are in addition to requirements under the district regulations as to whether a short-term rental must be owner-occupied. The provisions herein relating to short-term rentals shall apply to any dwelling, or portion thereof used as a short-term rental. For the purposes of this division, short-term rentals shall not be considered a home occupation.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-759. Compliance.

Short-term rentals shall be allowed only in compliance with the provisions in this division.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-760. Business license required.

The operator of a short-term rental must acquire an annual business license. Each dwelling unit used as a short-term rental shall constitute a separate definite place of business for the purpose of chapter 22, and operators are therefore required to obtain separate business licenses for each such dwelling unit. Failure to obtain a business license may result in revocation of the zoning permit to operate a short-term rental.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-761. Proof of residency required.

For owner-occupied short-term rentals, proof of residency is required prior to the issuance of a business license and shall be kept on file with the town. Proof of residency may be established by the presentation of a valid state driver's license, valid state identification card, or valid voter registration card with a name and address matching the tax records of the proposed owner-occupied short-term rental. If the property is owned by a business, additional documentation confirming principal ownership of said business may be required at the discretion of the town manager or designee.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

¹State law reference(s)—Short term rental property, Code of Virginia, § 58.1-3510.4 et seq.

Sec. 30-762. Property representative required for non-owner-occupied short-term rentals.

The operator of a non-owner-occupied short-term rental shall designate a local property representative. The representative shall be available to respond within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone contact number of the property owner and the local property representative shall be kept on file with the town.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-763. Off-street parking.

Off-street parking shall be provided in accordance with article VIII of this chapter, unless a modification is granted by the zoning administrator in accordance with the provisions of division 1 of article II of this chapter.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-764. Other requirements.

- (a) No food shall be prepared for or served to guests, so as to distinguish short-term rentals from bed and breakfast establishments.
- (b) A fire extinguisher shall be provided and visible in all kitchen and cooking areas.
- (c) Smoke detectors and carbon monoxide detectors shall be installed in all locations as required by the uniform statewide building code.
- (d) Emergency information must be conspicuously posted inside the property, including contact information for the local property representative.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-765. Informational packets to be provided to occupants.

The operator shall provide an informational packet available to occupants. The information packet shall include, at a minimum, maximum occupancy, location of off-street parking, references to applicable noise and use restrictions, guidelines for trash storage and removal, evacuation routes in case of fire or emergency, and local property representative information.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-766. Zoning permit needed.

Prior to the operation of a short-term rental in any new or existing structure, the operator shall apply for and obtain a zoning permit. Such application shall be on a form as provided in division 1 of article II of this chapter, shall include a certification that the operator has read and shall comply with the requirements of this division.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-767. Special use permit; compliance with noise ordinance.

Any short-term rental which is allowed only by special use permit shall be conditioned upon compliance with the town's noise ordinance, article II of chapter 10.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Sec. 30-768. Revocation.

Such special use permit may be revoked by the town council, after notice and a public hearing as provided by law, for noncompliance with the terms or conditions of such special use permit, including, without limitation, three violations of the noise ordinance within a 12-month period.

(Code 1988, § 9-233; Ord. of 5-1-1995; Ord. of 7-13-1998; Ord. of 11-9-1999; Ord. of 2-7-2000; Ord. of 11-6-2000; Ord. of 12-10-2007; Ord. of 1-28-2008; Ord. of 8-10-2020; Ord. of 10-10-2020)

Secs. 30-769—30-789. Reserved.