



Community Planning & Building Department  
601 Caroline Street  
Fredericksburg, VA 22404  
Telephone: 540-372-1179  
Email:planning@fredericksburgva.gov

**HOMESTAY APPLICATION**

Name of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Homestay: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Number of Rooms for Homestay: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_ Maximum days / annual renting: \_\_\_\_\_

Emergency Contact Information: Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Required written notice:

1. Applicant shall provide proof of required written notice in accordance with section § 72-42.6(E).
2. Use attached letter template to provide written notice to adjacent property owners in accordance with § 72-21.9. Certified mail receipts shall be provided at the time of application.

**As owner(s) of the above property, I hereby authorize the use of said premises for operation of Homestay as described above.**

\_\_\_\_\_  
Property Owner/Agent Sign and Print Your Name \_\_\_\_\_ Date

**Applicant Certification**

I, \_\_\_\_\_, hereby apply for approval to conduct the Homestay as identified above and certify that this address is my legal residence. I have read, understand, and will abide by the conditions and restrictions on Homestay listed on the reverse. This approval is based solely on the information provided herein. If such information should be proven inaccurate at a later date, approval will be reconsidered.

\_\_\_\_\_  
Applicant's Notarized Signature \_\_\_\_\_ Date

CITY OF FREDERICKSBURG, COMMONWEALTH OF VIRGINIA

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature and Registration Number \_\_\_\_\_ Commission Expiration

**FOR OFFICE USE ONLY**

If approved, this permit shall be valid until such time that the applicant ceases operation or no long resides on the premises. No permit shall be assigned or transferred to another person. The Zoning Administrator shall have the authority to revoke any Homestay upon thirty (30) days prior written notice to the applicant that the Homestay on the premises is being conducted in violation of: 1) Section 72-42.6.E 2) Nuisance, Noise, and other City Code provisions and upon the applicant's failure to correct such violation within said thirty (30) day period. Revocation of such permit shall not preclude or limit the Zoning Administrator from seeking other remedies for zoning violations available under this Chapter.

**APPROVED**  **DENIED**

Comments: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee (\$50.00)** \_\_\_\_\_ **Permit No.** \_\_\_\_\_

## **HOMESTAY CONDITIONS**

The following safety provisions should be included in each **Homestay**:

1. Smoke detectors should be located inside and within the immediate vicinity outside each bedroom.
2. A carbon monoxide detector and alarm should be installed in any Homestay containing gas appliances.
3. A Homestay should contain a fire extinguisher and it should be visible and easily accessible.
4. The Homestay operator should make available to their guests a map showing escape routes and emergency contact information in case of emergency.

**Homestays** shall be permitted as outlined in § 72-42.6(E), subject to the approval of the Zoning Administrator:

1. The use shall be operated by an operator who resides on the premises.
2. The use shall be operated in the principal dwelling unit, and not in any accessory building or structure.
3. A maximum of two guest bedrooms shall be offered for short-term rental, with not more than a total of four guests at any one time.
4. The Homestay use of the property for guest lodging is limited to 90 days per calendar year.
5. There shall be no more than one kitchen in the principal dwelling unit.
6. The use shall not include public assembly uses, such as receptions, weddings, funerals, or other events.
7. The Zoning Administrator shall require the operator to provide and maintain current contact information. The Zoning Administrator may require annual reports from Homestay operators to confirm compliance with the criteria in this section. The Zoning Administrator shall provide Homestay operators a list of recommended building safety provisions, after consultation with the Building Code Official.
8. Applications for Homestays shall require written notice under §72-21.9.

**Do not mail** the required adjacent property owner letter until after the Zoning Administrator has advised you to do so, which will happen after application review has been completed. There is a 21 day public comment period prior to approval. Approval of this application does not guarantee approval of any subsequent application for permit or development approval.

**HOMESTAY NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS**

\_\_\_\_\_ (Letter to be mailed prior to application submission)  
Date

Dear \_\_\_\_\_,

This is to notify you that a Homestay Application will be submitted for approval to the Fredericksburg Community Planning and Building Department in Executive Plaza, 601 Caroline Street, Suite 400, Fredericksburg, VA 22401. Public comment shall be submitted in writing to the Zoning Administrator within 21 days of the date of this letter. All comments shall be sent to: Zoning Administrator.

The proposed application is attached to this letter for your review. In summary:

A "Homestay" application permits a limited portion of a dwelling to be used as a short-term residential rental, by an operator who resides in the unit in accordance with §72-42.6 (E) Homestay rules.

Here is the name and address of the applicant. Attached is the Homestay application. Please note that the applicant's emergency contact information is listed on the application.

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

ENC: Homestay Application

**CERTIFICATE OF NOTICE TO ADJOINING PROPERTY OWNERS**

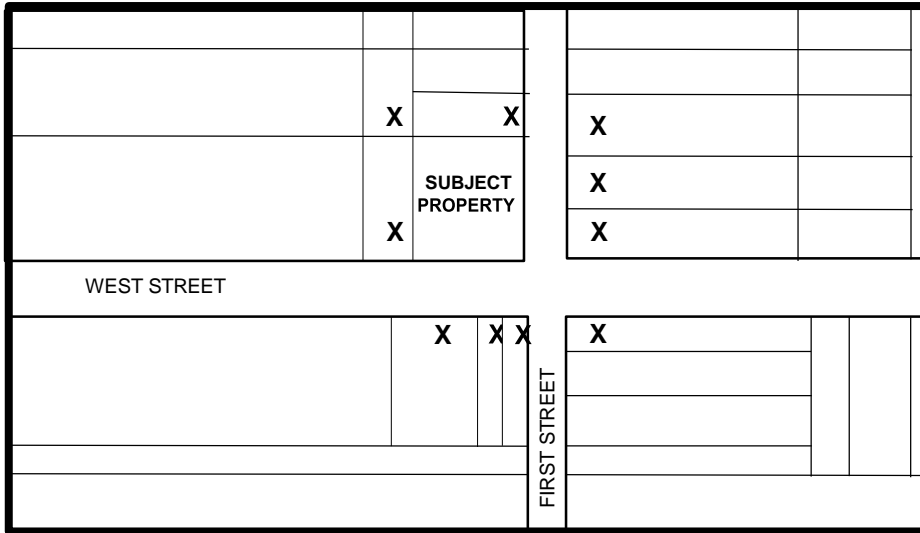
In accordance with the policies of the Community Planning and Building Department, attached are the postmarked certified mail receipts that will serve as proof of notification to the adjacent property owners.

---

Signature of Applicant/Agent                      Printed Name                      Date

**EXAMPLE DIAGRAM OF ADJACENT PROPERTY OWNERS**

**X = Property owners to be notified**



**PROPERTY OWNERS LIST**

---

**SUBJECT ADDRESS                      GPIN #**

Adjacent property owner names and addresses can be obtained by visiting the City website at [www.fredericksburgva.gov](http://www.fredericksburgva.gov) and following the link to GIS, or by visiting the Office of Real Estate at City Hall, 715 Princess Anne Street, Room 107.

**Adjacent Property Owner's Name and Mailing Address**

<b>Property Address</b>		<b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

**ATTACH ADDITIONAL SHEETS IF NECESSARY**

## CERTIFIED MAIL GUIDELINES

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage \$	Postmark Here
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees \$	

Sent To: **John Doe**  
 Street, Apt. No.,  
 or PO Box No. **00000 Anywhere Street**  
 City, State, ZIP+4 **Anywhere, VA 00000**

PS Form 3800, Feb 2002 Fee Receipt for Institutional

**PS Form 3800 (Front) (Green/white)**

**Certified Mail Provides:**

- A mailing receipt
- A unique identifier for your mailpiece
- A record of delivery kept by the Postal Service for two years

**Important Reminders:**

- Certified Mail may **ONLY** be combined with First-Class Mail<sup>®</sup> or Priority Mail<sup>®</sup>.
- Certified Mail is not available for any class of international mail.
- NO INSURANCE COVERAGE IS PROVIDED** with Certified Mail. For valuables, please consider Insured or Registered Mail.
- For an additional fee, a Return Receipt may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the article and add applicable postage to cover the fee. Endorse mailpieces "Return Receipt Requested". To receive a fee waiver for a duplicate return receipt, a USPS® postmark on your Certified Mail receipt is required.
- For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the clerk or mark the mailpiece with the endorsement "Restricted Delivery".
- If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

**IMPORTANT:** Save this receipt and present it when making an inquiry. Internet access to delivery information is not available on mail addressed to APOs and FPOs.

**PS Form 3800 (Back) (Green/White)**

### PS FORM 3811 (Front) (Green)

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul> <p>1. Article Addressed to:</p> <p style="text-align: center; font-weight: bold;">John Doe 0000 Anywhere Street Anywhere, VA 00000</p> <p>2. Article Number <i>(Transfer from service label)</i></p>	<p>A. Signature <b>X</b> <span style="float: right;"><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</span></p> <p>B. Received by (<i>Printed Name</i>) <span style="float: right;">C. Date of Delivery</span></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type  <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (<i>Extra Fee</i>) <input type="checkbox"/> Yes</p>
<small>PS Form 3811, February 2004</small>	<small>Domestic Return Receipt 102595-02-M-1540</small>

**PS FORM 3811 (Back) (Green)**

UNITED STATES POSTAL SERVICE

First-Class Mail  
 Postage & Fees Paid  
 USPS  
 Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Office of the Zoning Administrator  
 P.O. Box 7447  
 Fredericksburg, VA 22404-7447

Fill in the name and address of the person to whom the notice is to be sent.

Put and "X" in the box for Certified Mail.

Use **THIS** address for "Sender" information:  
**OFFICE OF THE ZONING ADMINISTRATOR**  
**P.O. Box 7447,**  
**Fredericksburg, VA**  
**22404-7447.** Also use as the return address on the front of the envelope.

Put your Project Name here.

## S. Zoning Permit

---

### 1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

#### By the Zoning Administrator:

- Accessory Structure Permit – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.  
<https://www.fredericksburgva.gov/documentcenter/view/340>
- Antenna Structure Permit – A permit required before to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.  
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- Certificate of Zoning Use – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.  
<https://www.fredericksburgva.gov/documentcenter/view/345>
- Fence/Wall Permit – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.  
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- Home Occupation Permit – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.  
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- Homestay Permit – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.  
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- Temporary Use Permit – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.  
<https://www.fredericksburgva.gov/documentcenter/view/360>

#### By the Development Administrator:

- Sign Permit – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.  
<https://www.fredericksburgva.gov/documentcenter/view/357>

#### By the Stormwater Administrator:

- Land Disturbance Permit – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.  
<https://www.fredericksburgva.gov/documentcenter/view/7078>

## 2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

## 3. Things to Know

### Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

### Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

### Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

## 4. Submittal Requirements

Applications are available on the City's website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

### Process Flow Chart Administrative Permit

