

**NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS**

Date: 1/5/2024

Dear Adjoining Property Owner,

This is to notify you that a Homestays permit will be submitted for approval to the Fredericksburg Community Planning and Building Department.

You may review the application at 601 Caroline Street, Suite 400, or call (540) 372-1179 to obtain more information. Public comment shall be submitted in writing to the Planning Services Division within 21 days of the date of this letter. Public comments shall be addressed to the following address:

Planning Services Division

Community Planning & Building Department

601 Caroline Street, Suite 400

Fredericksburg, Virginia 22401

or by Email: [planning@fredericksburgva.gov](mailto:planning@fredericksburgva.gov) *(Please reference Project Name and Application Type in the email)*

The following information is supplied for your convenience:

Name of Project: Homestays permit

Name of Applicant: Yolande Zomobem Ndjewel

Address of Applicant: 1219 Payne St Fredericksburg, VA 22401

Telephone #: 202-709-2386

Name of Engineer:

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Type of Use: Homestays

Specific Location: 1219 Payne St Fredericksburg, VA 22401

Additional

Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,



Signature

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Yolande Zomobem Ndjewel

Printed Name

## **HOMESTAY PERMIT** **REQUEST & CONDITIONS**

Homestay Permit Address Request: \_\_\_\_\_

Applicant: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Number of Guests: \_\_\_\_\_ Number of Days/Year: \_\_\_\_\_

**Public comments may be submitted to:** Zoning Administrator  
601 Caroline Street, Suite 400  
Fredericksburg, VA 22101  
Planning@fredericksburgva.gov  
(540) 372-1179

**HOMESTAY** - An accessory use of a dwelling as a short-term residential rental, by an operator who resides in the unit.

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.

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.

## CERTIFICATE OF NOTICE TO ADJOINING PROPERTY OWNERS

**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	\$	
Certified Fee	\$	
Return Receipt Fee (Endorsement Required)	\$	
Restricted Delivery Fee (Endorsement Required)	\$	
<b>Total Postage &amp; Fees</b>	<b>\$</b>	

Postmark Here

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

PS Form 3800, June 2002 See Reverse for Instructions

**Certified Mail Provider:**

- 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® or Priority Mail®.
- Certified Mail is not available for any class of international mail.
- **NO INSURANCE COVERAGE IS PROVIDED** with Certified Mail. For insurances, 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. Endorsement "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.

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

**PS Form 3800 (Front) (Back)**

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 of the adjacent property owners.

Yolande Zomobem Ndjewel

1/4/2024

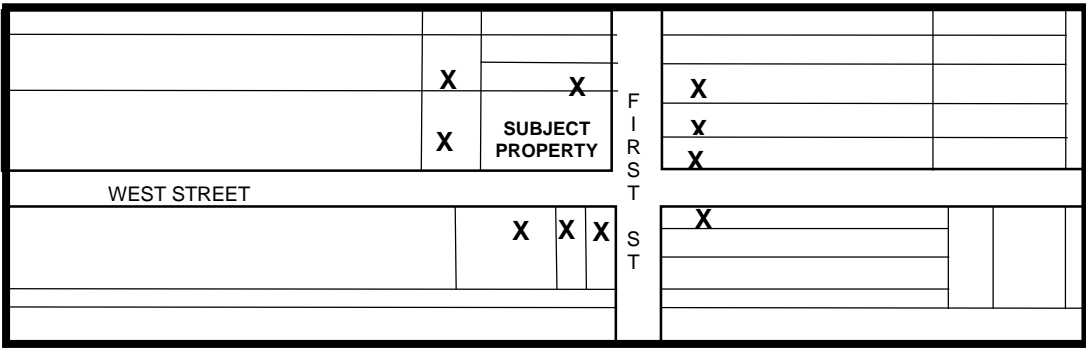
Signature of Applicant/Agent

Printed Name

Date

**EXAMPLE DIAGRAM OF ADJOINING PROPERTY OWNERS**

**X = Property owners to be notified**



Adjoining 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.

1219 payne St Fredericksburg VA 22401

7779-64-4319

**SUBJECT ADDRESS**

**GPIN #**

**Adjoining Property Owner's Name and Mailing Address:**

<b>Property Address</b>	1211 Payne st	<u>7779-64-5426</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Sullivan Gregory Reed	
<b>Mailing Address</b>	1211 Payne st	
<b>City, State, Zip</b>	Fredericksburg, VA, 22401	

<b>Property Address</b>	1216 Payne St	<u>7779-64-4452</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Bolen Patricia and James Brooks Kuykendall	
<b>Mailing Address</b>	1216 Payne St	
<b>City, State, Zip</b>	Fredericksburg, VA, 22401	

<b>Property Address</b>	1217 Payne St	<u>7779-64-4452</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Smith Douglas W and Erin B Gutzwiller	
<b>Mailing Address</b>	1217 Payne St	
<b>City, State, Zip</b>	Fredericksburg, VA 22401	

<b>Property Address</b>	1220 Payne St	<u>7779-64-5204</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Williams Scott C	
<b>Mailing Address</b>	1220 Payne St	
<b>City, State, Zip</b>	Fredericksburg, VA 22401	

<b>Property Address</b>	1224 Payne St	<u>7779-64-4261</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Mann Jane Estate C/O Mann Stephen Executor	
<b>Mailing Address</b>	1224 Payne St,	
<b>City, State, Zip</b>	Fredericksburg, VA, 22401	

<b>Property Address</b>	1216 Parcell St	<u>7779-64-3593</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Haynie Richard L and Amy	
<b>Mailing Address</b>	1216 Parcell St	
<b>City, State, Zip</b>	Fredericksburg, VA, 22401	

<b>Property Address</b>	1212 Payne St	<u>7779-64-5289</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	MROI LLC	
<b>Mailing Address</b>	1212 Payne St	
<b>City, State, Zip</b>	Fredericksburg, VA, 22401	

<b>Property Address</b>	1212 Parcell St	<u>7779-64-4536</u> <b>GPIN NUMBER</b>
<b>Owner Name</b>	Watcher William and Carol	
<b>Mailing Address</b>	1212 Parcell St	
<b>City, State, Zip</b>	Fredericksburg , VA, 22401	

**ATTACH ADDITIONAL SHEETS IF NECESSARY**

<b>Property Address:</b> 1225 Payne St Fredericksburg, VA 22401	<b>GPIN NUMBER</b> 7779-64-3377
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<b>Owner Name:</b> Brown Timothy <b>Mailing Address:</b> 1225 Payne St <b>City, State, Zip:</b> Fredericksburg, VA 22401
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<b>Property Address:</b> 1220 Parcell St Fredericksburg, VA 22401	<b>GPIN NUMBER</b> 7779-64-3551
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<b>Owner Name:</b> Mccarthy Roxana B <b>Mailing Address:</b> 1220 Parcell St <b>City, State, Zip:</b> Fredericksburg, VA 22401
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<b>Property Address:</b> 1224 Parcell St Fredericksburg, VA 22401	<b>GPIN NUMBER</b> 7779-64-3408
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<b>Owner Name:</b> Steckler Debra Cowart <b>Mailing Address:</b> 1224 Parcell St <b>City, State, Zip:</b> Fredericksburg, VA 22401
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