



Application for

Use Permit

Community Development Department
Planning Division

22 Lincoln Street, 5th Floor | Hampton, Virginia 23669
Phone 757-727-6140 | Fax 757-728-2449 | www.hampton.gov/planning

WHAT IS A USE PERMIT?

The Use Permit process is governed by Chapter 14 of the City Zoning Ordinance. Important provisions of that chapter are summarized below.

The Use Permit application process provides a means for City Council, after review and recommendation by the Planning Commission, to authorize certain uses which, although generally appropriate for the district, may have greater impacts on surrounding properties than uses which are permitted by right. Site-specific factors and localized impacts from the use as well as the proposed mitigation measures must be evaluated.

City Council reviews each application and decides whether to deny, approve, or approve with conditions. Such conditions are necessary to ensure the use's compatibility with the surrounding area and consistency with the purpose and intent of the Zoning Ordinance.

SUBMITTAL PROCEDURE

It is recommended that the applicant schedule a pre-application conference with staff of the Community Development Department's Planning Division prior to submission of an application to review plans, ordinances, and other land use issues that may be involved. Submittal of the application occurs at the Planning Division's office listed below:

City of Hampton
Community Development Department, Planning Division
City Hall
22 Lincoln Street, 5th Floor
Hampton, VA 23669
Phone 757-727-6140, Fax 757-728-2449

SCHEDULING & REVIEW PROCESS

Scheduling and procedure for application review is governed by section 14-4 of the Zoning Ordinance.

The amount of time necessary to complete the staff review is variable depending on the complexity of the Use Permit application and the accuracy of the submitted material. Incomplete submissions or major changes to the plans during the review process may cause delays in this schedule.

Once an application is submitted, staff review will begin.

- Staff will work with other city departments and outside agencies, as necessary, to determine possible impacts of the proposed use (as set forth in section 14-4(1)).
- Staff will notify the applicant of any deficiencies in the application. The director of the Department of Community Development or his designee may determine that additional information or review is necessary prior to being scheduled for public hearing.
- Staff will work with the applicant on issues that arise during internal review and on proposed conditions to be included in the Planning Division's staff report to Planning Commission and City Council.
- Subject to meeting all advertising and notification deadlines and upon receipt of information addressing deficiencies in the application or a written statement by the applicant stating that deficiencies will not be addressed and/or no further information will be submitted, the director of the Department of Community Development or his designee shall forward the application to the Planning Commission.

REQUIRED MATERIALS

A Use Permit application consists of four parts:

1) Application form

- Included in this packet

- Must be signed by all current property owners
- If signed by a legal representative, a copy of the executed power of attorney must be submitted; churches (unless incorporated or part of the Catholic or Episcopal diocese) must submit appropriate court order

2) Application fee

- Use permit application fee of \$650
 - Checks payable to the “City of Hampton”
 - Visa, MasterCard, Discover or Cash are also accepted
- Fee is non-refundable

3) Narrative statement

- This written statement should include a detailed description of the proposal. At a minimum, it must include (if applicable):
 - Square footage
 - Number of dwelling units
 - Number of employees
 - Operational details including hours of operation and number of clients/customers
 - Number of existing and proposed parking spaces
 - Circulation of vehicular traffic on site and to and from site
 - Detailed description of business to be conducted
 - Description of ownership/management

4) The following information—unless waived by the director of the Department of Community Development or his designee—as set forth in Section 14-3 of the Zoning Ordinance

- A recent certified survey plat of the property
 - Survey plat on no larger than 11” x 17” paper
- A legal description of the property for which the use permit is requested, including the actual dimensions and shape of the property, as well as the current zoning classification
- A site plan of the subject property as described in Section 14-3(3)(d). Typical features shown include:
 - Legal boundaries of the property in consideration
 - Existing buildings and accessory structures
 - Proposed buildings and accessory structures
 - Parking areas, open space, and landscaping
 - All applicable base zoning districts and overlay districts
- Elevation drawings and general floor plans of all buildings
- Information regarding the impact and/or demand the proposed use will place on the city's public services and facilities, including but not limited to traffic, public safety services, water, sewer and utility services, education, and other community facilities and services

Supplements to this application (depending on the type of request) and additional materials may be required at the discretion of the Director of the Community Development Department, or designee.

Note: *It is important that the required application materials be as clear as possible in the description and presentation of the proposal, as the materials will be forwarded to Planning Commission and City Council for their review and will become part of the record of the hearing on the use permit application.*

NOTICE & POSTING

Notices of Planning Commission and City Council public hearings are advertised in the *Daily Press*. Notices are also mailed to nearby property owners.

Note: *Applicants are strongly encouraged to organize a community meeting to discuss the proposal with area civic associations, property owners and residents prior to the Planning Commission's public hearing.*

PLANNING COMMISSION PUBLIC HEARING & RECOMMENDATION

Section 14-4 of the Zoning Ordinance governs the procedure for Planning Commission review. Planning staff will make a presentation to Planning Commission summarizing the application and staff's recommendation. The Planning Commission will hold a public hearing and the applicant and any citizens interested in the application will be given time to speak. Planning Commission will evaluate the merits of the application based on the standards set forth in Section 14-6 of the Zoning Ordinance, including but not limited to the purpose of the zoning district affected, the potential impacts of the proposal on the neighboring properties, and any relevant recommendations or policies in the adopted Comprehensive and Master Plan. Planning Commission may recommend approval, denial or that additional or different conditions be imposed before its recommendation is forwarded to City Council.

CITY COUNCIL PUBLIC HEARING

Within 45 days after the Planning Commission's public hearing, the Planning Commission will forward the application to City Council for a public hearing. Planning staff may make a presentation to City Council summarizing the application and the recommendations. The City Council will hold a public hearing and the applicant and any citizens interested in the application will be given time to speak. City Council may approve or deny the application and may impose additional or different conditions. The City Council may also refer the application back to the Planning Commission for further consideration or advice. Four affirmative votes of City Council are required for approval.

***Note:** City Council shall not approve any permit until all delinquent real estate taxes owed to the City of Hampton on the subject property are duly paid and up to date.*

PUBLIC HEARING TIMES & LOCATIONS

Planning Commission

- First Thursday of every month at 3:30 PM
- Held in City Hall, Council Chambers, 22 Lincoln Street, 8th Floor

City Council

- Second Wednesday of every month at 7:00 PM
- Held in City Hall, Council Chambers, 22 Lincoln Street, 8th Floor

DEFERRAL OF APPLICATIONS

Applicants may request deferral of an application in writing if more time is needed to prepare for the scheduled public hearing. If the deferral request is made prior to the advertisement for public hearing for either Planning Commission or City Council, such request may be granted administratively, for a period not exceeding 180 days. If the request for deferral is made after advertisement for a public hearing, the deferral shall only be granted with the consent of either the Planning Commission or City Council, whichever body advertised the hearing. Applications deferred after advertisement for public hearing will be assessed an additional fee of three hundred dollars (\$300), paid by the applicant, for re-advertisement.

***Note:** Deferral of consideration of any application filed may also be requested by Planning Commission or City Council upon finding that there is a public benefit to be gained by deferral. Applications deferred by Planning Commission or City Council will not be subject to the additional re-advertisement fee.*

WITHDRAWAL OF APPLICATIONS

An application may be withdrawn from consideration at any time, in writing by the applicant, provided that if the request for the withdrawal is made after advertisement of public hearing either before the Planning Commission or City Council, withdrawal shall be granted only with the consent of either the Planning Commission or City Council, whichever body advertised the hearing.



Application for
Use Permit

OFFICE USE ONLY
Date Received:

March 17, 2024

Case Number: **UP24-00022**

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Hampton
Community Development Department, Planning Division
22 Lincoln Street, 5th Floor
Hampton, Virginia 23669

1. PROPERTY INFORMATION

Address or Location 1536 Morgan Dr. Hampton, VA 23663

LRSN 12003152 Zoning District R-9

Current Land Use Single Family Residence - Long Term Rental

Proposed Land Use Single Family Residence - Short Term Rental

The proposed use will be in: an existing building a new addition a new building

2. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)

Owner's Name Everside Properties, LLC

Address 25050 Riding Plaza Suite 130 #646 City South Riding State VA Zip 20152

Phone 571-306-0654 Email eversideproperties@gmail.com

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

4. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

5. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS

Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 2 above.

"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of the legal entity (attach additional page if necessary):

Name of Legal Entity Everside Properties, LLC

Signed by:

Name (printed) Davis Son, Its (title) Member

Signature  Davis Son (Mar 10, 2024 14:57 EDT) Date 03/10/2024

Name (printed) Barry Vuong, Its (title) Member

Signature  Barry Vuong (Mar 10, 2024 14:52 EDT) Date 10/03/2024

Name (printed) _____, Its (title) _____

Signature _____ Date _____

6. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Name (printed) _____

Signature _____ Date _____

Name (printed) _____

Signature _____ Date _____

OFFICE USE ONLY

Application Form

Narrative Statement

Supplemental Form (if required)

Application Fee

Survey Plat

Additional materials (if required)









Use Permit Application Packet Fillable 20231026

Final Audit Report

2024-03-10

Created:	2024-03-10
By:	Parkwood East LLC Parkwood East LLC (parkwoodeastproperties@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_9hOg6_qjZqNzfKHtXoMzNyYYeniNR85

"Use Permit Application Packet Fillable 20231026" History

-  Document created by Parkwood East LLC Parkwood East LLC (parkwoodeastproperties@gmail.com)
2024-03-10 - 6:35:41 PM GMT
-  Document emailed to Barry Vuong (barcynenterprises@gmail.com) for signature
2024-03-10 - 6:35:45 PM GMT
-  Document emailed to Davis Son (davis.son26@gmail.com) for signature
2024-03-10 - 6:35:45 PM GMT
-  Email viewed by Barry Vuong (barcynenterprises@gmail.com)
2024-03-10 - 6:51:36 PM GMT
-  Document e-signed by Barry Vuong (barcynenterprises@gmail.com)
Signature Date: 2024-03-10 - 6:52:05 PM GMT - Time Source: server
-  Email viewed by Davis Son (davis.son26@gmail.com)
2024-03-10 - 6:55:46 PM GMT
-  Document e-signed by Davis Son (davis.son26@gmail.com)
Signature Date: 2024-03-10 - 6:57:17 PM GMT - Time Source: server
-  Agreement completed.
2024-03-10 - 6:57:17 PM GMT



Supplemental Information for Short-Term Rental

Complete this form in its entirety and submit with the completed Use Permit application form to the City of Hampton Community Development Department, Planning Division 22 Lincoln Street, 5th Floor. Hampton, Virginia 23669

OFFICE USE ONLY
Date Received:

March 17, 2024

Case Number: **UP24-00022**

1. LOT INFORMATION

Lot Width 40 Lot Depth 132 Total Lot Area (ac. or sq. ft.) 5280 sq ft
Current On-site Parking Spaces 0 Current On-street Parking Spaces 2

Per Chapter 11, § 11-7 of Hampton's Zoning Ordinance, a standard parking space shall be a minimum of 9'x18'

2. BUILDING INFORMATION

Square Footage 624 Stories 1 Number of Kitchens 1
Proposed Number of Guests 4 Total Rentable Bedrooms 2 Total Bathrooms 1

Is this currently an owner-occupied residence? Yes No

Please attach a floor plan of the short-term rental with all rooms labeled as to their use along with the location(s) of any fire extinguishers, smoke detectors, and carbon monoxide (CO) detectors. The floor plan shall be drawn to scale featuring the respective square footage or dimension of each room.

3. SHORT-TERM RENTAL INFORMATION

Is the short-term rental currently operating and available for rent? Yes No

Do you plan to host events in conjunction with the short-term rental? Yes No

When do you intend to use the property as a short-term rental? Year-round Weekends
 Seasonal. If so, what season(s)? _____

Are there accessory structures on property, such as a garage or gazebo, that would be used as part of the short-term rental? Yes No

4. RESPONSIBLE LOCAL PERSON (RLP) DESIGNEE

The Responsible Local Person ("RLP") shall be responsible for (1) addressing complaints related to the use of the property; (2) responding to any call from the City of Hampton regarding any notification of such an issue within one (1) hour of the notification by the City; and (3) accepting service of any notices of violation and summonses upon request. The RLP must reside in the Commonwealth of Virginia.

Name Davis Son Signature 

Home Phone 571-306-0654 Mobile Phone 571-306-0654

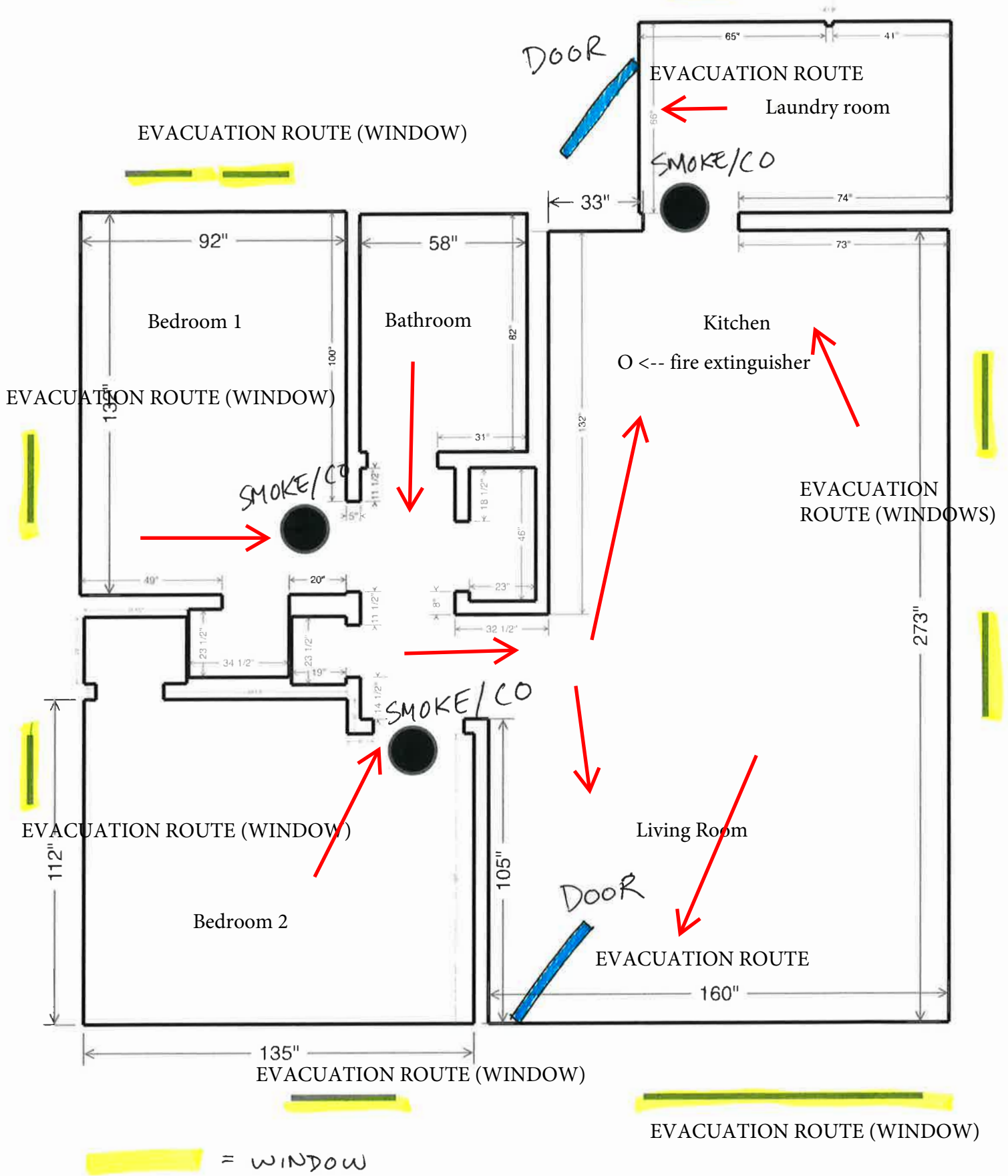
Address 25050 South Riding Plaza Ste 130 #646, South Riding, VA 20152

E-mail eversideproperties@gmail.com

Please initial next to each statement to indicate the applicant(s) understanding and willingness to comply.

DS

I acknowledge and understand that the Use Permit, if approved, governs only the City of Hampton's regulatory requirements, and that it is the operator's responsibility to comply with any private covenants that may apply to the property. Private agreements related to a parcel, such as homeowners association declarations, leases, or other similar documents, that may limit or prohibit certain uses on a parcel are not considered by the City during the use permit process, as such private agreements are not enforceable by the City.



= WINDOW

Narrative Statement:

The property is located at 1536 Morgan Dr. Hampton, VA. 23663 and features a single-family home with 2 bed/1 bath situated in the Buckroe Beach area of the City. The total square footage of the dwelling is approximately 624.

This Use Permit application is a request to operate a short-term rental throughout the entire calendar year. The property does not feature any on-site parking, but Morgan Drive does permit on-street parking which would facilitate the parking for the short-term rental. Additionally, there are no expected impacts to city services or utilities for the proposed use.

Like many other short-term rentals, we would be vetting any individual requesting to rent the property. Also, there is security equipment on the property to monitor the property to mitigate any issues with large groups or any other issues that would impact a peaceful neighborhood.

Utl Shed

