



Application for
Use Permit

OFFICE USE ONLY
Date Received:

21 March 2023

Case Number: UP 23-00010

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
211 Lincoln Street, 5th Floor
Hampton, Virginia 23669

1. PROPERTY INFORMATION

Address or Location 12 Mill Creek Terrace Hampton VA 23663-1880

Parcel ID Mill Creek Terrace 16 WP17 Zoning District R-13

Current Land Use Residential

Proposed Land Use Residential / Short Term Rental

This 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 Bui Kieu D

Address 305 Wormley Creek Dr City Yorktown State VA Zip 23692

Phone 757-256-7965 Email _____

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name Nguyen Dung Anh

Address 305 Wormley Creek Dr City Yorktown State VA Zip 23692

Phone 757-395-9145 Email NguyenYorktown67@gmail.com

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 _____

Signed by:

Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

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) Bui Kieu D

Signature  Date 3/15/2023

Name (printed) Nguyen Dung Anh

Signature  Date 3/15/2023

OFFICE USE ONLY

- | | | |
|---|--|---|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Narrative Statement | <input type="checkbox"/> Supplemental Form (if required) |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Survey Plat | <input type="checkbox"/> Additional materials (if required) |



Supplemental Information for
Short-Term Rental

Complete this application in its entirety and submit with the completed Use Permit application form to the address below:

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

OFFICE USE ONLY
Date Received:

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Case Number: UP 23-00010

1. LOT INFORMATION

Lot Width 71 Lot Depth 197 Total Lot Area (ac. or sq. ft.) 0,3947

Current On-site Parking Spaces 10 Current On-street Parking Spaces 1

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

Please attach a sketch showing the parking area and the circulation to, from and within the parking lot

2. BUILDING INFORMATION

Square Footage 4439 Stories 2 Number of Kitchens 01

Proposed Number of Guests 10 Number of Guest Rooms 5 Number of Bathrooms 5

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.

3. SHORT-TERM RENTAL INFORMATION

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. LOCAL CONTACT PERSON

Name NGUYEN DUNG ANH E-mail Nguyenyorktown6@gmail.com

Home Phone _____ Mobile Phone 757-395-9145

Address 305 Wormley Creek Dr Yorktown, VA 23692

Narrative

for

12 Mill Creek Terrance Hampton, VA 23669

Purpose:

My family and I lived in this house for a few years until we decided to build a new home elsewhere in the area. We believed our house would make a very nice home to use as a short-term rental due to the location, and how well the home has been maintained. A home nearby has been operating as a short-term rental and the owners are very pleased with the interest they have received so far. We decided to do the same with our house with the approval of the City.

Objective: As owners of this property, we are applying for a short-term rental permit.

Plan of Operation:

Our home is located at 12 Mill Creek Terrance. It is a 1.5-story single family residential home. The lot size is approximately .3947 acres, and the house is approximately 4323 Sq Ft. and includes a 2-car garage. There are a total of 4 bedrooms and 5 baths. The backyard overlooks Chesapeake Bay. We do not intend to allow guests to hold any events. The driveway is large enough to accommodate up to 6 vehicles. On the street parking will not be permitted. We are planning on limiting the number of guests to 6-8 which is equivalent to 2 guests per bedroom.

Advertising for guests: We are planning to operate our Short-Term Rental year-round. Guests will have the entire home to themselves for the duration of their stay. The Airbnb Platform will be the method used to advertise and book guests. This may be subject to change, depending on the quality and quantity of responses.

Length of Stay: The length of stay we will request is Saturday to Saturday. This may be subject to change.

Staff: There will be professional cleaning staff, a landscaper, and a maintenance team to assist with the care and upkeep of the house prior to guests' arrival. Our co-host will coordinate the activities of staff, as well as communications to guests. First, online and then contact via phone or in person based on the situation.

Taxes: Airbnb will handle all the financial transactions for each reservation, and this includes paying state and local taxes that are collected. Airbnb is responsible for making all tax payments to the appropriate localities.

Contact Person: A named contact person that will be responsible for handling any guests' incidents that may occur and this person will be expected to be at the property within 30 minutes should an emergency occur.

Safety Inspections: Smoke detectors have been installed within each bedroom throughout the house as well as in the hallway and kitchen downstairs. A carbon monoxide detector has also been installed downstairs since the fireplace is operated with gas. A fire extinguisher has been installed in the kitchen

area conspicuous location. If any other inspections are required, we will be willing to complete them in a timely manner.

House Rules and Guidelines

Guidelines for guests to follow will also be posted within the house and in the House Handbook. Items that are address include: What items are available to guests; Where things can be found; How to operate certain appliances, etc. Instructions will also be provided that instruct guests about what things we ask be done prior to leaving such as, 1) leaving towels in the bathrooms, leaving linens on the beds, taking trash out to the trash bins, etc. The Airbnb Website will include a comprehensive list of items that provide detail information about the following: rules concerning pets, no events, no loud music or noises that may disrupt neighbors, parking, emergency numbers for police, fire departments, rescue squads, name and location of nearest hospital.

Guests will have several resources to use to determine if our home will be appropriate for their needs. These guidelines will be updated or changed without prior notice. The guests will have access to the backyard and will have ample outdoor lighting for safety purposes.

Guest misbehavior:

The contact person name and number will be provided to neighbors to call should there be any problems that arise due to guest misbehavior. The contact person will go to the property and speak directly to the guests about the complaint and work out a resolution to the problem. If further actions are necessary, the contact person has permission to notify the Airbnb Support staff who will also speak with the guests and strive to find a resolution to the issue.

We look forward to working with the Zoning Office, and the City Counsel in obtaining a short-term rental use permit for this year and will be open to any recommendations or suggestions.

Kieu D Bui

Dung Anh Nguyen

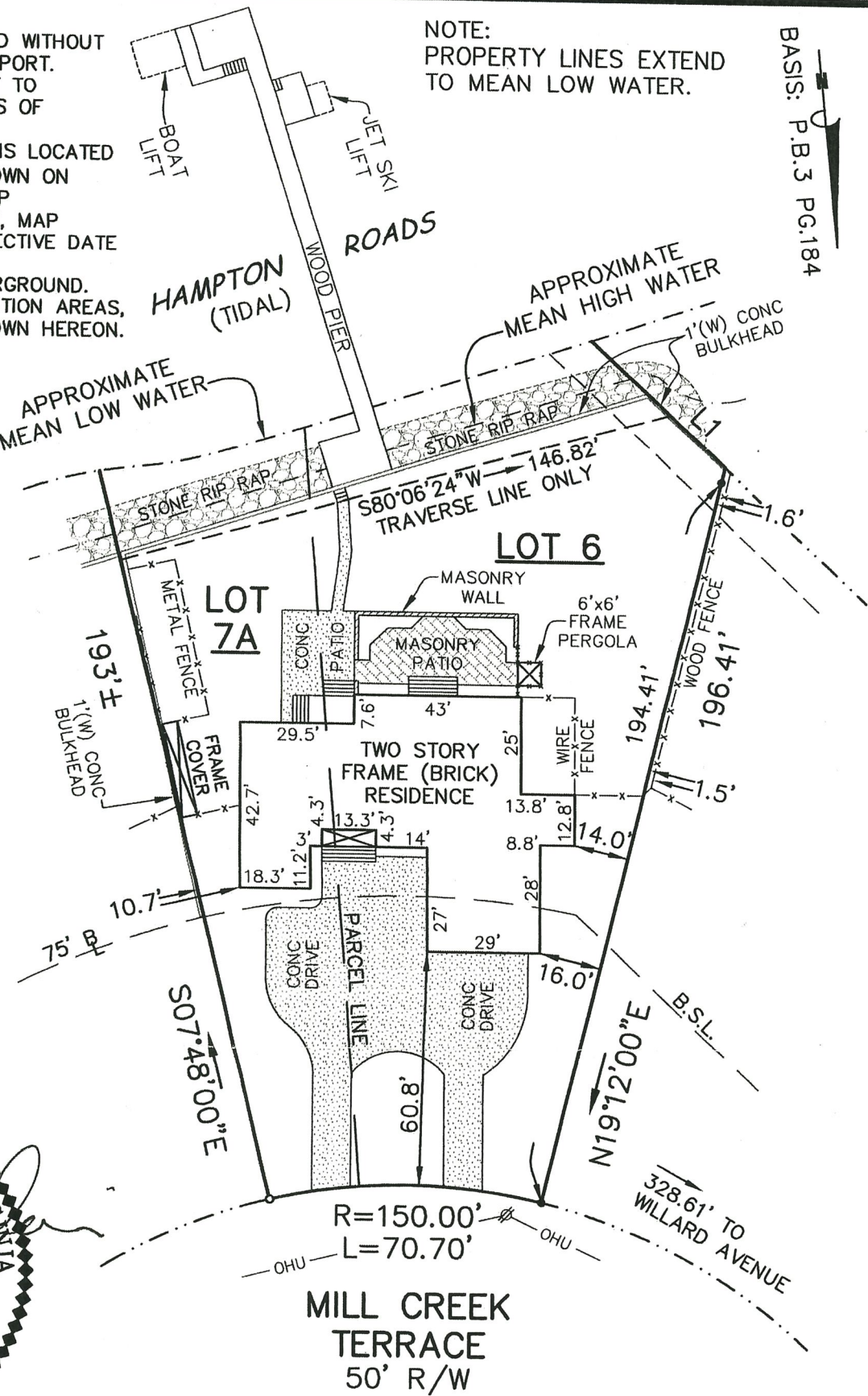
Property Owners

NOTES

1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. PROPERTY MAY BE SUBJECT TO EASEMENTS AND SERVICITUDES OF RECORD.
2. RESIDENCE SHOWN HEREON IS LOCATED IN ZONE AE (EL 8') AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 515527, MAP NUMBER 5155270026H, EFFECTIVE DATE MAY 16, 2016.
3. UTILITY CONNECTIONS UNDERGROUND.
4. THE CHESAPEAKE PRESERVATION AREAS, IF ANY EXIST, ARE NOT SHOWN HEREON.

NOTE:
PROPERTY LINES EXTEND TO MEAN LOW WATER.

BASIS: P.B.3 PG.184



RECEIVED
MAR 09 2023
CDD 5TH FLOOR

COMMONWEALTH OF VIRGINIA
Donald W. Davis
DONALD W. DAVIS
Lic. No. 1402(a)
Lic. No. 1418(b)
6/17/19
LAND SURVEYOR

- SYMBOLS :**
- PIPE FOUND
 - IRON ROD SET
 - IRON ROD FOUND
 - CONC. MONUMENT

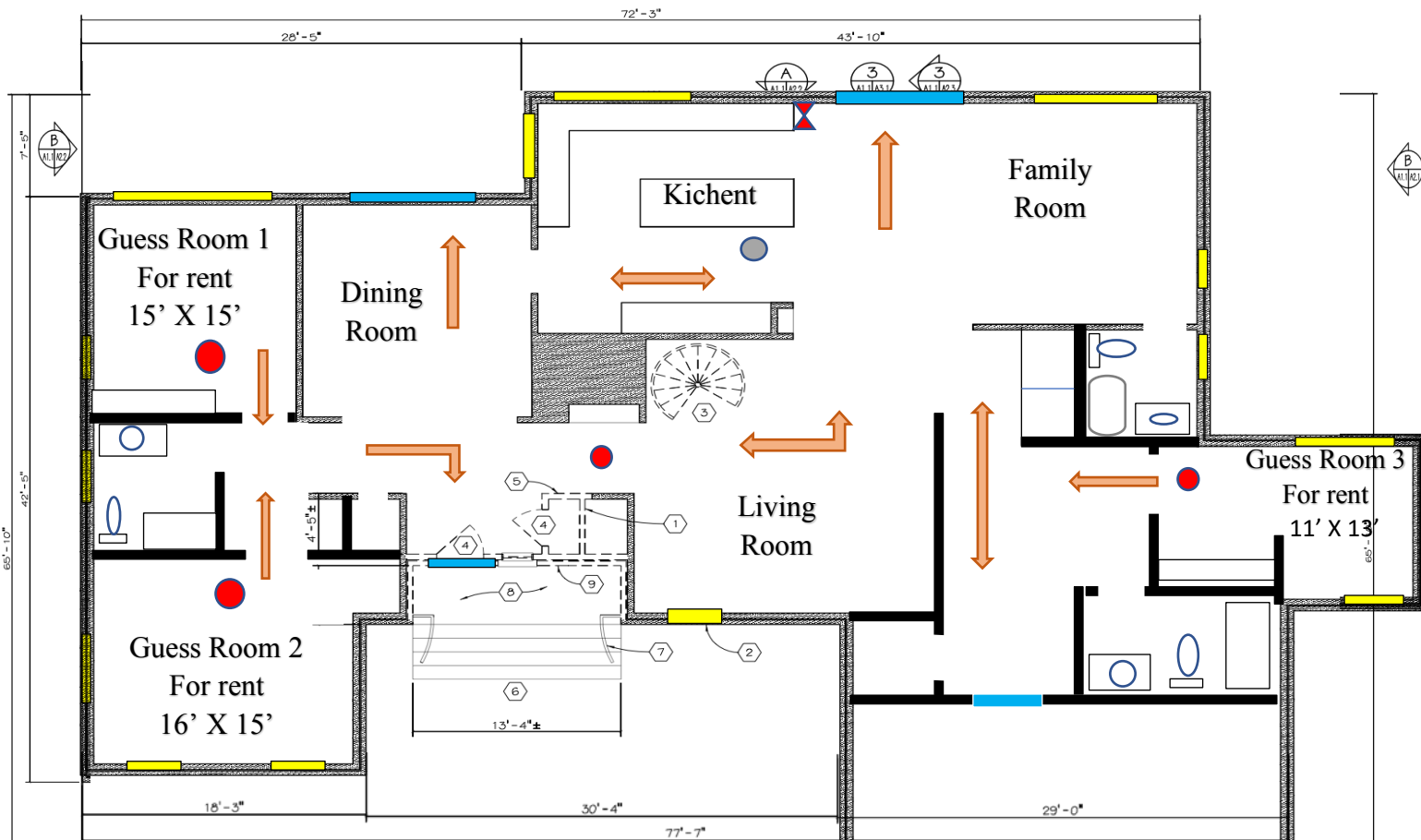
LINE DATA TABLE		
LINE	BEARING	DISTANCE
L1	N40°48'00"W	47'±

JOB LOCATION: #12 MILL CREEK TERRACE

PLAT OF THE PROPERTY OF:
DUNG NGUYEN & KIEU BUI
LOT 6 & WESTERLY PORTION OF LOT 7
MILL CREEK TERRACE
(P.B.3 PG.184)
ALSO DESIGNATED AS
LOT 6 & LOT 7A
AS SHOWN ON PLAT ENTITLED
"PROPERTY OF LEVINSON REALTY CORPORATION TO BE
CONVEYED TO HUGH A. & MARGIE BOAZ"
(D.B.253 PG.225)
CITY OF HAMPTON, VIRGINIA
(INST. #190000396)

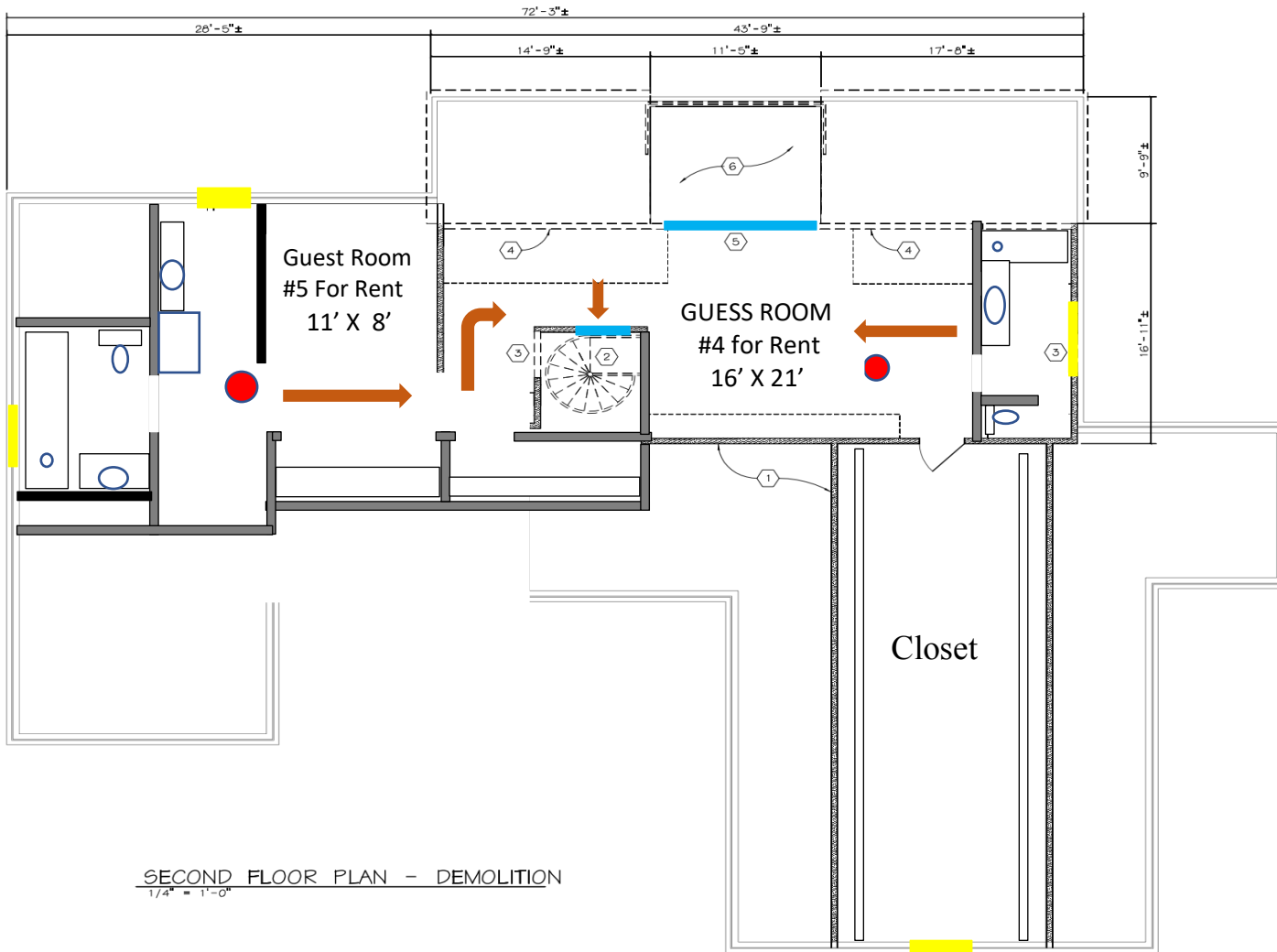
I, _____
HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE BY ME ON THIS DATE AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE NO ENCROACHMENTS OF BUILDINGS UNLESS SHOWN HEREON.

DAVIS & ASSOCIATES, P.C.
SURVEYORS - PLANNERS
3630 GEORGE WASHINGTON
MEMORIAL HIGHWAY - SUITE G
YORKTOWN, VIRGINIA 23693
(757)867-8583



FIRST FLOOR PLAN - DEMOLITION

- Exit Door
- Exit Window
- Smoke Alarm
- Smoke & Carbon Monoxide Alarm
- Fire Extinguisher
- To Exit



- Smoke Alarm
- Exit Window
- Exit Door
- ➔ Way To Exit

SECOND FLOOR PLAN - DEMOLITION
 1/4" = 1'-0"