



Application for
Use Permit

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

OFFICE USE ONLY
Date Received:

3/15/2023

URVI PATEL

Case Number: UP 23-00017

1. PROPERTY INFORMATION

Address or Location 3808 Chesapeake Ave

LRSN 2002617 Zoning District R 13

Current Land Use Residential Single Family

Proposed Land Use 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 Loretta O'Brien-Parham

Address 699 Brennan Dr. City Decatur State GA Zip 30033

Phone 404-886-4766 Email Lparham3808@aol.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 _____

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) Loretta O'Brien - Parham

Signature [Signature] Date March 14, 2023

Name (printed) _____

Signature _____ Date _____

OFFICE USE ONLY

☐ Application Form

☐ Narrative Statement

☐ Supplemental Form (if required)

☐ Application Fee

☐ Survey Plat

☐ Additional materials (if required)



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:

Case Number: UP _____

1. LOT INFORMATION

Lot Width 100 Lot Depth 200 Total Lot Area (ac. or sq. ft.) 11452 sf
Current On-site Parking Spaces 4 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'

2. BUILDING INFORMATION

Square Footage 4817 Stories 2 Number of Kitchens 1
Proposed Number of Guests 8 Total Rentable Bedrooms 5 Total Bathrooms 4.5

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. The floor plan shall be drawn to scale featuring the respective square footage or dimension of each room.

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. 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 Tosha Pridgen Signature Tosha Pridgen
Home Phone _____ Mobile Phone 757-303-9340
Address 522 Knolls Dr. #309
E-mail Tn2hair@icloud.com

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

[Signature]

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.

Loretta O'Brien-Parham
699 Brennan Dr.
Decatur, GA 30033

FROM THE DESK OF LORETTA O'BRIEN-PARHAM

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

Dated March 28, 2023
UP23-00017 Short-term rental – 3808 Chesapeake Avenue

To Whom It May Concern:

Please accept this letter enclosing the narrative for the proposed use of the property located at 3808 Chesapeake Avenue in the City of Hampton, VA.

Narrative Statement

- The approximately 4,000 SQF property (the "Property" or "Home") will be used for short-term rental purposes.
- The Home has Five Bedrooms for guests and 6 parking spaces.
- The Home will be rented primarily to family members and friends with whom the owner has an existing relationship. On occasion, as deemed prudent, we will extend rentals to persons outside of our family network via a third-party vacation booking platform.
- Our current 3-night minimum rental period is designed to preserve the quiet, comfort and integrity of the neighborhood. Our rental policies currently do not permit any one-night stays.
- We do not intend to rent our property to third parties for events. Any VRBO page that we utilize will clearly indicate that events are not permitted.
- The property is owned by Loretta O'Brien-Parham.
- Loretta O'Brien-Parham is evaluating the use of Waterfront Hospitality as the property manager for this Home. Until such time, the home will be managed by her sons: Aaron O'Brien and Perry O'Brien.

I have owned the property for in excess of 20 years. This home has been dear to my family and we have preserved it and kept it in good condition benefitting of our immediate neighbors (which have changed several times during my family's ownership) and surrounding neighborhood. The proposed use change will assist us in preserving this home for the next generation of my family. We anticipate that our short-term and vacation renters will bring important commerce to Hampton and further support its growing tourism industry.

Thank you for your consideration of this narrative statement and our application for Use Permit.

Sincerely,



Loretta O'Brien-Parham

Loretta O'Brien-Parham
699 Brennan Dr.
Decatur, GA 30033

ADDENDUM

TO: Urvi Patel, City Planner

FROM: Loretta O'Brien-Parham

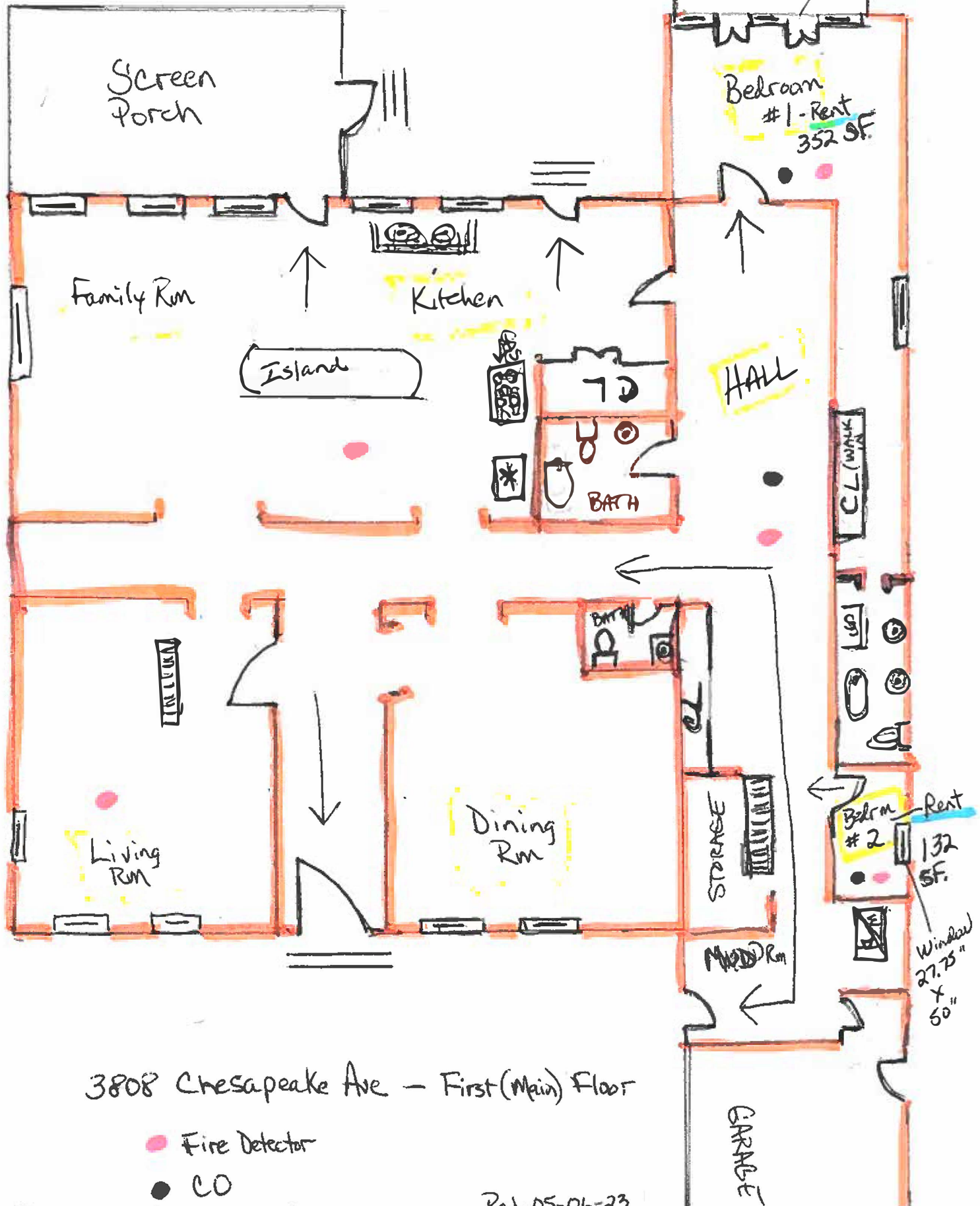
RE: UP23-00017 Short-term rental – 3808 Chesapeake Avenue

In response to your letter dated March 24, 2023 please consider the following:

- All bedrooms shown on the 1st Floor plan are rentable. A total of two rooms.
- There are three rentable bedrooms on the 2nd Floor
- The bedroom square footage is as follows:
 - #1 - Master 1st Floor –
 - Sq. Ft. 22'x16'
 - Egress Window (Casement) 31"x 54"
 - Exit double door to deck 7'x 5'
 - #2 - 1st Floor Guest –
 - Sq. Ft. 11.5' x 11.5'
 - Egress Window (Casement) 27.75" x 50"
 - #3 - 2nd Floor Master –
 - Sq. Ft. 17.5' x 22'
 - Egress Window 33" x 17" (4 Casements, = 33" x 68")
 - #4 - 2nd Floor Waterside Guest
 - Sq. Ft. 21' x 13'
 - Egress Window 32.5" x 32" (Casement)
 - #5 - 2nd Floor Streetside Guest
 - Sq. Ft. 21' x 13'
 - Egress Window 32.5" x 32" (Casement)

See Attached Floor Plan

Rev. 5/6/23



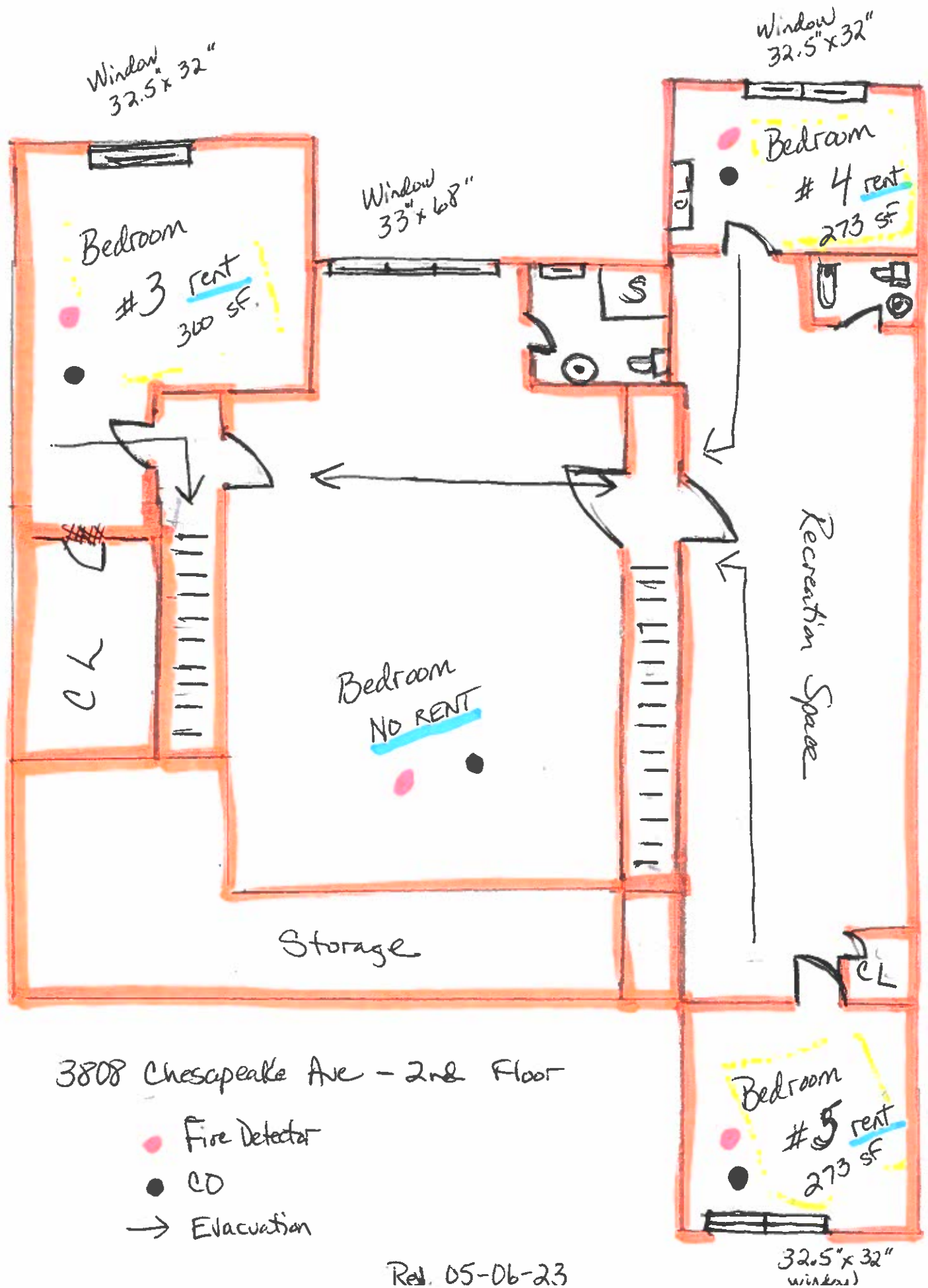
3808 Chesapeake Ave - First (Main) Floor

● Fire Detector

● CO

Rev. 05-06-23

Rev 5/6/23



3808
Front Door

GARAGE

Curb

← Chesapeake Ave →

