



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:

01/02/2025

Case Number: UP 25-00003

1. PROPERTY INFORMATION

Address or Location 125 N FOURTH ST

LRSN 12006962 Zoning District R-8

Current Land Use Vacation Home

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 Jason C Valentine

Address 1850 Galsworthy Way City VA State VA Zip 23464

Phone 571-549-0999 Email mrjvalentine@hotmail.com

3. APPLICANT INFORMATION (if different from owner)

Applicant's Name Jason C Valentine

Address _____ City _____ State _____ Zip _____

Phone _____ Email mrjvalentine@hotmail.com

4. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____



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

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1. LOT INFORMATION

Lot Width 50.0 Lot Depth 150.0 Total Lot Area (ac. or sq. ft.) 7500
Current On-site Parking Spaces 8.0 Current On-street Parking Spaces 3.0

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 3848.0 Stories 2.0 Number of Kitchens 1.0
Proposed Number of Guests 16.0 Total Rentable Bedrooms 8.0 Total Bathrooms 7.0

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 Jason Valentine Signature _____
Home Phone 571-549-0999 Mobile Phone 571-549-0999
Address 1850 Galsworthy Way Virginia Beach VA 23464
E-mail mrjvalentine@hotmail.com

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

X

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.

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) Jason C Valentine

Signature Jason Christopher Valentine

Date 01/02/2025

Name (printed) Jason Christopher Valentine

Signature Jason Christopher Valentine

Date 01/01/2025

Zoning Administrator Permit for
“Short-Term Rental”



Zoning Administrator Permit #: <u>ZAP-2025-5</u>	Zoning District: <u>R-8</u>
Address or Location: <u>125 N FOURTH ST</u>	LRSN: <u>12006962</u>
Zoning Official Signature: <u>Applicants: Do not fill field this out</u>	Date: _____

CONDITIONS OF PERMIT

Read these 22 conditions carefully to ensure your understanding of the limitations of operation. Operating outside the conditions listed below constitutes a violation of the zoning ordinance, which may result in issuance of a notice of violation, a misdemeanor summons, and/or revocation of this permit by the City. Revocation of the permit will terminate your ability to operate this use.

Initial next to each condition to indicate your understanding and willingness to comply.

JV

_____ A floor plan of all levels of the dwelling to be used for the short-term rental shall be posted in a conspicuous location within the dwelling and be visible at all times to transient guests and lodgers. The floor plan shall be reviewed for approval prior to operation, and shall depict the exit plan, location(s) of rentable bedrooms, fire extinguishers, smoke detectors, carbon monoxide detectors, and any other life safety or operational details as may reasonably be required by the Zoning Administrator. Any alteration or renovation that modifies the floor plan shall comply with all provisions of this Sec. 3-3(29) and shall be subject to review and approval by the Zoning Administrator and the Building Official or their designees;

JV

_____ In addition to the floor plan referenced in Sec. 3-3(29)(b)(i), the document titled “Short-term Rental Fact Sheet”, as provided by the City and completed by the operator, shall be posted in the same conspicuous location as the floor plan within the dwelling and be visible at all times to overnight lodgers and guests. In the event that the document is amended or modified by the City, City staff will provide an updated copy to the property owner(s), operator, and responsible local person who shall replace the previous version;

JV

_____ The number of bedrooms offered for overnight lodging and the number of overnight lodgers shall not exceed that which is indicated on the approved floor plan; however, in no case shall a short-term rental offer for lodging more than five (5) bedrooms and shall not allow more than ten (10) overnight lodgers.

JV

_____ The maximum number of overnight lodgers shall be based upon Sec. 404.4.1 of the Virginia Property Maintenance Code (VPMC), as amended, and will be reviewed and approved prior to operation. The maximum number shall be indicated on the approved floor plan per Sec. 3-3(29)(b)(i), and the “Short-term Rental Fact Sheet” per Sec. 3-3(29)(b)(ii);

JV

_____ The maximum number of people on the property between the hours of 10:00 PM and 7:00 AM shall not exceed that authorized by the approved floor plan for overnight lodging. The maximum number of people on the property between the hours of 7:00 AM and 10:00 PM shall not exceed twice the number authorized by the approved floor plan for overnight lodging;

- JV Sufficient parking shall be provided at all times to meet the minimum required parking for all uses at the property pursuant to Sec. 11-2 of the zoning ordinance. All parking within the street frontage yard shall be on an improved surface, as defined in Chapter 2 of the zoning ordinance;
- JV Exterior signage in conjunction with a short-term rental shall be prohibited at all times;
- JV The short-term rental shall not include any events as defined within Chapter 2 of the zoning ordinance;
- JV The operator of the short-term rental must provide the name and contact information of a responsible local person. The responsible local person shall:
- JV Be responsible for addressing complaints related to the use of the property as a short-term rental, including but not limited to, noise, capacity, suspected criminal activity on the property, unpermitted parking, events, and other similar violations, as soon as reasonably practicable;
- JV Reside in the Commonwealth of Virginia;
- JV Respond to any call from the City of Hampton regarding any notification of an issue related to the operation of the short-term rental within one (1) hour of the notification by the City;
- JV Be considered a responsible party under Sec. 1-11 of the zoning ordinance, shall accept service of any notices of violation and summonses upon request of the City, and shall be responsible for abating any violation of these conditions; and
- JV In the event the responsible local person's contact information needs to be updated or changed, the responsible local person shall contact and inform the Zoning Administrator, in writing, and shall also update the "Short-term Rental Fact Sheet", as required by Sec. 3-3(29)(b)(ii), to include the appropriate contact information.
- JV The short-term rental shall maintain compliance with all applicable federal, state, and local laws, including but not limited to, the provisions of the zoning ordinance and City Code relating to noise, setbacks, and building code requirements;
- JV The short-term rental shall obtain and maintain all applicable licenses prior to operating the short-term rental use, including but not limited to, obtaining a business license with the Commissioner of Revenue;
- JV Upon the City implementing a short-term rental registry, the operator of the short-term rental shall, within thirty (30) days of notice given by the City, register the property and keep registration up-to-date;
- JV The operator of the short-term rental shall keep records of all rentals showing the date(s) rented, the name of the primary person(s) who booked the reservation, the number of overnight lodgers featured in the reservation, and all listings associated with the short-term rental. This list shall be available to the Zoning Administrator or their designee upon request within one (1) day;
- JV Prior to operation of a short-term rental, the operator of the short-term rental shall schedule an inspection and provide the City consent to inspect the dwelling to ascertain compliance with all applicable standards and codes;
- JV In the second calendar year after receiving approval, and every two (2) years thereafter, the City shall notify the responsible local person and short-term rental operator that a re-inspection is required to verify the continuation of the short-term rental use and compliance with all conditions. The short-term rental operator shall

Zoning Administrator Permit for
“Short-Term Rental”



schedule, pay for, and pass said inspection within the notice period as prescribed by the City. Failure to do so will be a violation of this ordinance and result in revocation of the zoning administrator permit;

JV

The short-term rental shall not be advertised to operate in a manner that contradicts the standards and conditions of the zoning ordinance; and

JV

The short-term rental operator shall comply with all reasonable requests by the City for information to verify compliance with the conditions of this Sec. 3-3(29).

I hereby certify that I understand the above restrictions on my operation and that failure to comply with these conditions may result in legal enforcement action taken by the City pursuant to Section 1-11 of the zoning ordinance.

Applicant Signature Jason Valentine

Date 01/02/2025

1/21/2025

Jason Valentine
1850 Galsworthy Way
Virginia Beach, VA 23464
Phone: 571-549-0999
Email: mrjvalentine@hotmail.com

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

RE: Narrative Statement for Use Permit Application

Dear Community Development Department Planning Division,

I am submitting this narrative statement as part of my application for a Use Permit for **Buckroe Palace**, my short-term rental vacation home located at **125 N Fourth Street, Hampton, VA**. As the owner of this luxury property, I am committed to providing a safe, comfortable, and enjoyable experience for guests while maintaining the integrity and character of the surrounding neighborhood.

Property Overview

Buckroe Palace is a **single-family home** built in 2020, offering **3,848 square feet of living space**. This spacious property is designed to accommodate **up to 16 guests** and includes:

- A **main living area** with 4 bedrooms, 3.5 bathrooms, a game room, and a full kitchen.
- **Two integrated in-law suites** at the rear of the home, each with 2 bedrooms, 1 bath, and a kitchenette (including a small refrigerator, microwave, and sink).

While the layout provides privacy and flexibility for families, the home remains a single-family dwelling with one circuit panel, one utility meter, and shared infrastructure throughout. The property will always be rented to **one family or group at a time**, with flexible configurations to meet the needs of families requiring 4, 6, or 8 bedrooms.

Operational Details

- **Use:** The property operates exclusively as a short-term rental for **single-family use**, catering to large or extended families visiting the Buckroe Beach area.
- **Guest Experience:** Flexible configurations (4, 6, or 8 bedrooms) allow families to room together while enjoying privacy in the in-law suites.
- **Check-In/Check-Out:** Operational hours are flexible to accommodate guest arrivals and departures.
- **Management:** The property is managed directly by me, Jason Valentine, an accredited real estate investor and **SuperHost on Airbnb** with over 20 years of experience.

Impact on Public Services

1. Traffic Circulation

- Traffic is limited to guest arrivals and departures, typically occurring during check-in and check-out times.
- The property has a **driveway with 8 parking spaces**, along with **2 additional street parking spaces**, ensuring no overflow onto public streets.

2. Public Safety

- Buckroe Palace is equipped with smoke detectors, carbon monoxide detectors, fire extinguishers, and first-aid kits to ensure guest safety.
- House rules are enforced to minimize disruptive behavior, and professional maintenance reduces reliance on public emergency services.

3. Utilities

- Water and utility usage are comparable to a typical single-family home, even at full occupancy. Energy-efficient appliances and low-flow fixtures are installed to promote sustainability.

4. Community Services and Economy

- The property supports local businesses by bringing tourists to the area, benefiting restaurants, shops, and recreational facilities.
- It contributes to the local economy through transient occupancy taxes and employment of local service providers.

5. Education

- As a short-term rental, Buckroe Palace does not contribute to school enrollment or impact educational resources.

Maintenance and Partnerships

To ensure the property is consistently well-maintained, I work closely with the following professional service providers:

- **Stanley Steemer:** Upholstery and carpet cleaning.
- **Touch 2 Clean:** Cleaning services.
- **Michael & Son:** Electrical and plumbing maintenance.
- **Coastal Pest Control:** Routine pest treatments.
- **Underground Tree Services:** Landscaping needs.
- **Elite Solution LLC:** Deck construction, painting, and pressure washing.

Parking and Vehicular Traffic

- **On-Site Parking:** The property offers 8 driveway parking spaces and 2 street parking spaces, ensuring no impact on public streets.
- **Minimal Traffic:** Guest traffic is limited to 1-2 turnovers per week, similar to normal residential traffic patterns.

Community Contributions

Buckroe Palace enhances the local tourism industry by offering a unique lodging option for families seeking upscale accommodations. Its ability to host large groups supports local businesses and promotes tourism in the Buckroe Beach area.

Ownership and Management

I, Jason Valentine, am a Military Veteran and an experienced real estate investor with over 20 years in the field. As a hands-on property manager and Airbnb SuperHost, I ensure the highest standards for guest safety, comfort, and property maintenance.

Summary

Buckroe Palace is a well-maintained, single-family home designed to accommodate families and groups visiting the Hampton area. Its operation supports local tourism while minimizing its impact on public services and facilities. I am committed to being a responsible owner and maintaining the property's positive contributions to the community.

Thank you for considering my application. I am happy to provide additional information or address any questions.

Sincerely,

Jason C. Valentine

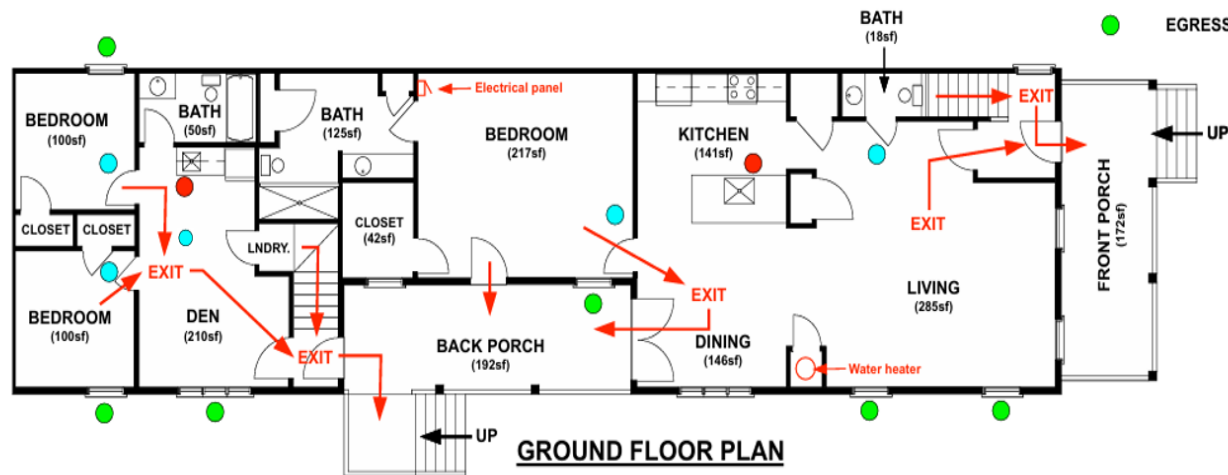
BUCKROE PALACE - Life/Safety Plan

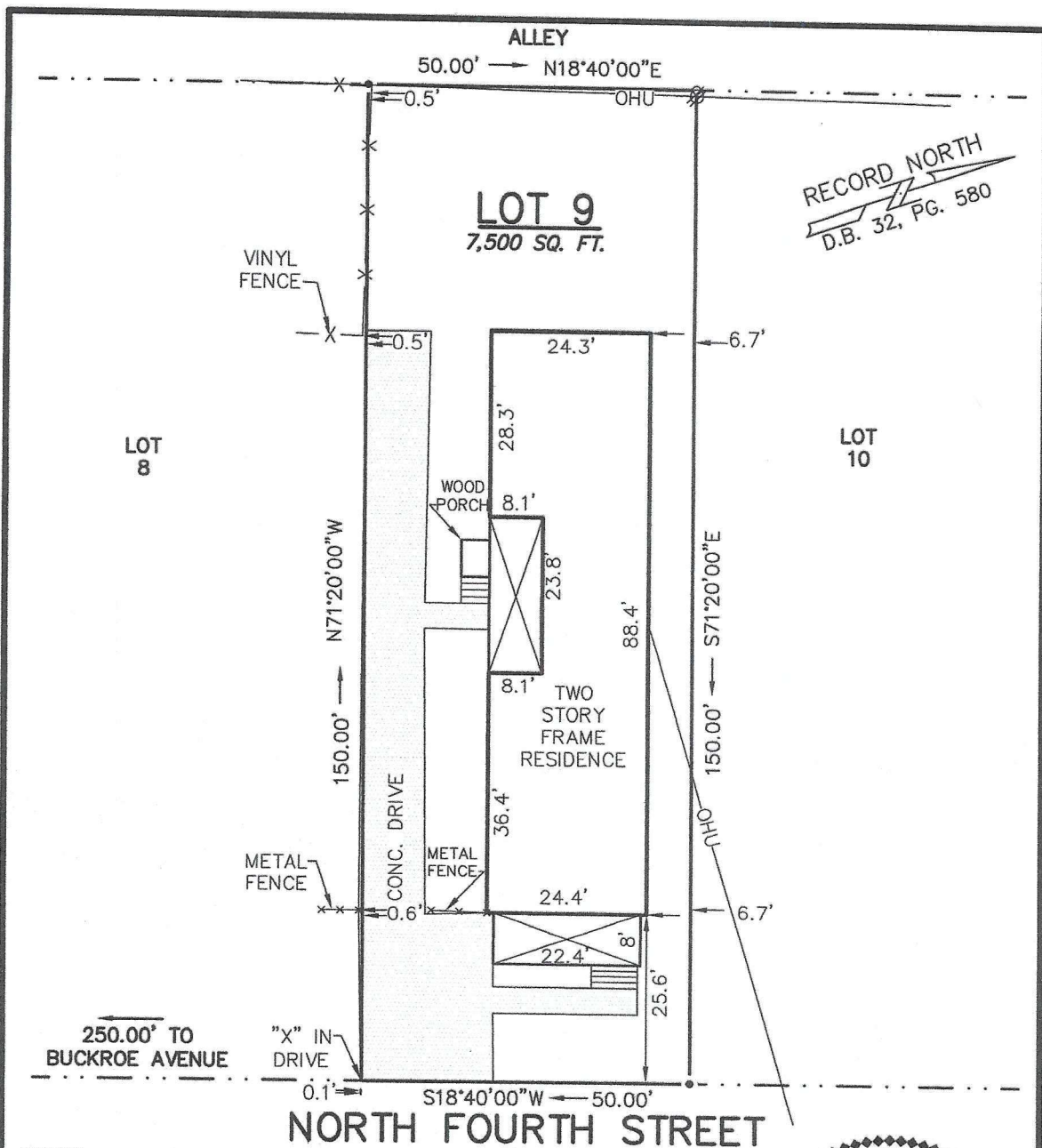
125 North 4th Street, Hampton, VA.



LEGEND

- EMERGENCY PATH
- COMBINATION SMOKE / CO DETECTOR
- FIRE EXTINGUISHER (under sink)
- EGRESS WINDOW





RECORD NORTH
D.B. 32, PG. 580

NOTES:

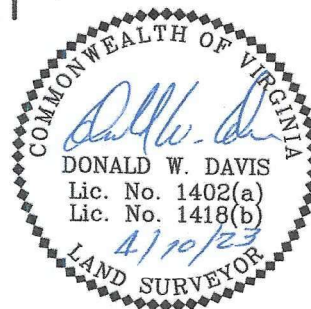
1. THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT. PROPERTY MAY BE SUBJECT TO EASEMENTS AND SERVITUDES OF RECORD.
2. RESIDENCE SHOWN HEREON IS LOCATED IN ZONE X (SHADED) AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 515527, MAP NUMBER 5101030107D, EFFECTIVE DATE: MAY 16, 2016.

SYMBOLS:

- PIPE FOUND
- IRON ROD SET
- IRON ROD FOUND
- CONC. MONUMENT
- ⊗ POWER POLE

I, *Donald W. Davis*
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



JOB LOCATION : 125 NORTH FOURTH STREET

PLAT OF THE PROPERTY OF:

JASON VALENTINE

LOT 9, BLOCK 21

**MAP OF THE BUCKROE BEACH
LAND COMPANY AND CHESAPEAKE LAND
AND
IMPROVEMENT COMPANY**

CITY OF HAMPTON, VIRGINIA
PLAT BOOK 32, PAGE 580
INSTRUMENT #200012106

CODE: 23-0145

DWN.BY: HW

SCALE: 1" = 20'

TO: VALENTINE

DATE: 10 APRIL 2023