



Application for
Use Permit

OFFICE USE ONLY
Date Received:

December 21, 2022

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

Case Number: **UP 23 - 00001**

1. PROPERTY INFORMATION

Address or Location 826 N First St.

LRSN 12007581 Zoning District 2C

Current Land Use Residential

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 Kevin and Yong Westby

Address 826 N First St. City Hampton State VA Zip 23664

Phone (757) 649-8862 Email dr.westby@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 _____

5X 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) Kevin J. Westby

Signature *Kevin Westby* Date 12/19/2022

Name (printed) Yong S. Westby 12/19/2022

Signature *Yong S. Westby* Date _____

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: _____

[Signature]

RECEIVED

JAN 27 2023

CDD 5TH FLOOR

Case Number: UP _____

1. LOT INFORMATION

Lot Width 60' Lot Depth 155' Total Lot Area (ac. or sq. ft.) .22 ac

Current On-site Parking Spaces 2 Current On-street Parking Spaces 0
(2 hr parking/no parking after 6pm)

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 2595 Stories 2 Number of Kitchens 2

Proposed Number of Guests 8 Number of Guest Rooms 4 Number of Bathrooms 3 full / 2 half

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 Kevin J. Westby E-mail dr.westby@gmail.com

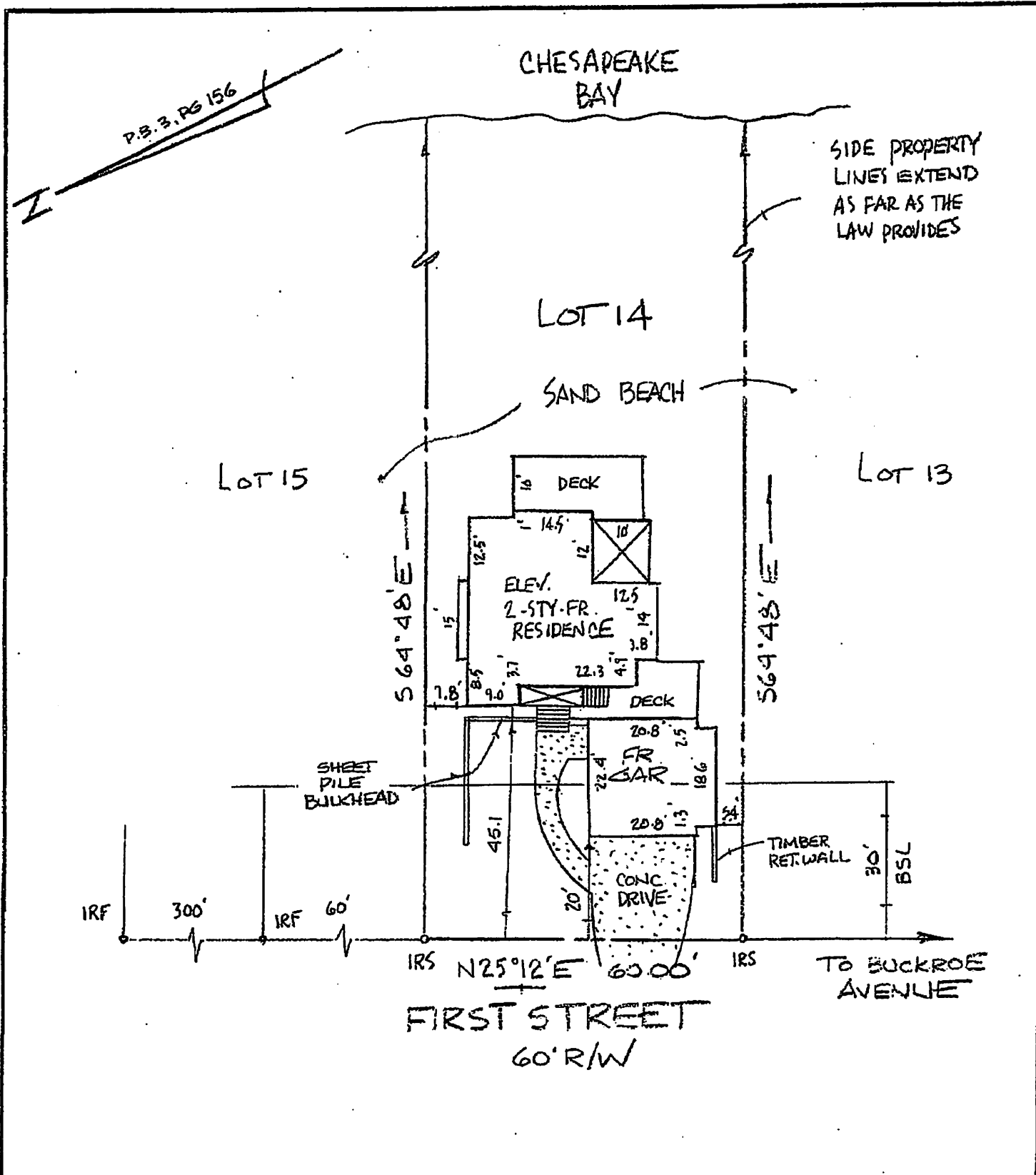
Home Phone N/A Mobile Phone (757) 849-8862

Address 826 N First St., Hampton VA 23664

Kevin & Yong Westby
826 N First St
Hampton, VA 23664

Narrative statement

We are applying for a Use Permit to put our property on the short-term rental market. We plan on continuing to live at our residence when it is not rented. Our property contains a main house that has 2062 sq feet with 3 bedrooms and 2-1/2 bathrooms. There is a second building that has a one stall garage, a downstairs living area, small kitchen, and a half bath. The upstairs has a large bedroom and a full bath. The living area in this building is 533 sq feet. This property has a driveway that can park up to 4 vehicles dependent upon their size, but according to Hampton's zoning ordinance will fit 2 vehicles. We will be the managers of the property and will not have any employees. We will offer the house and/or guest house for short term rental. At times, we may be staying in one of the buildings while the other is being rented; and at other times they may both be occupied by one party of renters. We anticipate renting the entire house out from Memorial Day to Labor Day, excluding times that we may block out for our family. We may rent the entire house off season dependent upon demand, but anticipate that this will be more of a partial rental during that time period. We will not rent each building to separate individuals/groups at any time. The operational hours will be 24/7 with strict enforcement of quiet hours with respect to our neighbors. We will not be having any special events in conjunction with the short-term rental. We will list our property on AirBnB and VRBO. We also plan on having a direct booking site. We anticipate having a 7-day minimum stay during the summer months and a 2-day minimum stay during the rest of the year, excluding major holidays. We can sleep up to 8 adults comfortably. We believe that we have the perfect house to host a short-term rental and to bring a spotlight to an area that we believe is a hidden gem. We look forward to the review process and are excited to be part of the new short-term rental regulations that Hampton has established.



THIS IS TO CERTIFY THAT ON SEPT. 26, 2016
 I SURVEYED THE PROPERTY SHOWN ON THIS PLAT
 AND FOUND THE PROPERTY LINES TO BE CORRECT
 AS SHOWN HEREON.
 THERE ARE NO VISIBLE ENCROACHMENTS EITHER
 WAY ACROSS THE LINES EXCEPT AS SHOWN.
 THE PROPERTY IS SUBJECT TO EASEMENTS,
 SERVITUDES AND COVENANTS OF RECORD.

FLOOD ZONE: VE (9)
 FLOOD INSURANCE RATE MAP: 515 527 0020 H
 DATE OF F.I.R.M.: 5/16/16
 NOTE: UNDERGROUND UTILITIES

THIS SURVEY WAS DONE WITHOUT BENEFIT OF A
 CURRENT TITLE REPORT.

826 FIRST STREET
 PLAT OF THE PROPERTY OF
 KEVIN J. WESTBY
 YONG S. WESTBY
 LOT 14
 MALO BEACH
 SECTION "C"
 HAMPTON, VIRGINIA
 CAMPBELL LAND SURVEYING, INC.
 P.O. BOX 855, YORKTOWN, VA. 23692
 (757) 890-0837
 SCALE: 1" = 25'
 DATE: SEPT. 26, 2016

DAVID P. CAMPBELL, C.L.S. 1419B

LEGEND

- I.R.F. IRON ROD FOUND
- I.P.F. IRON PIPE FOUND
- I.R.S. IRON ROD SET
- C.M.F. CONCRETE MONUMENT FOUND
- PROPERTY LINE
- EASEMENT LINE
- - - - - BUILDING SETBACK LINE

PLAT REFERENCE

P.B. 3, PG. 156

F.B. 457 PG. 30

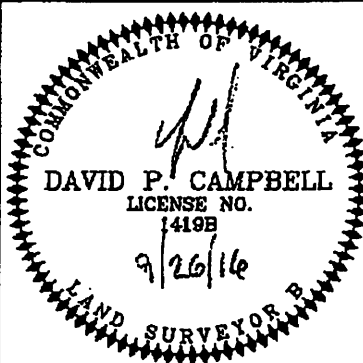
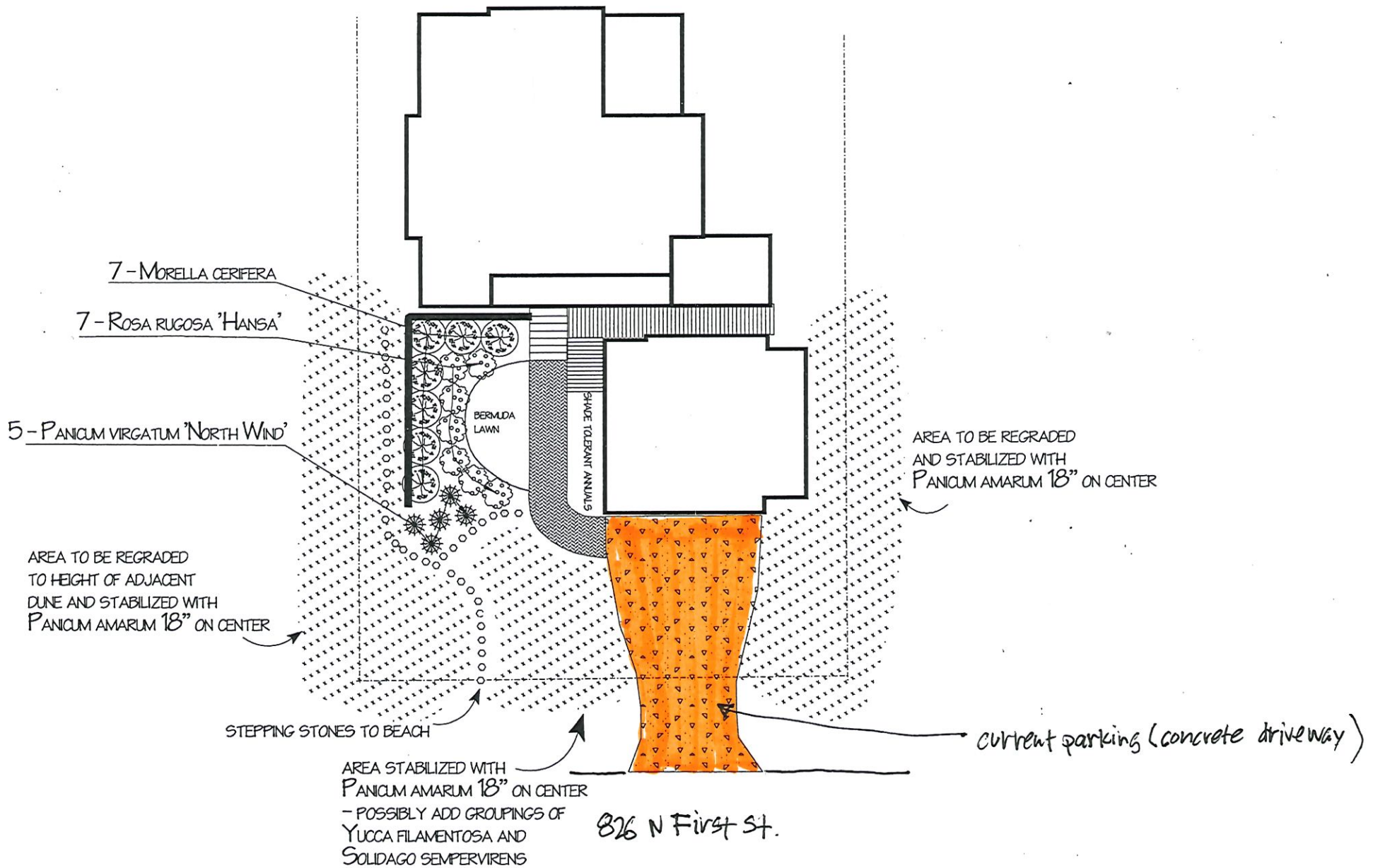


Exhibit A
LEGAL DESCRIPTION

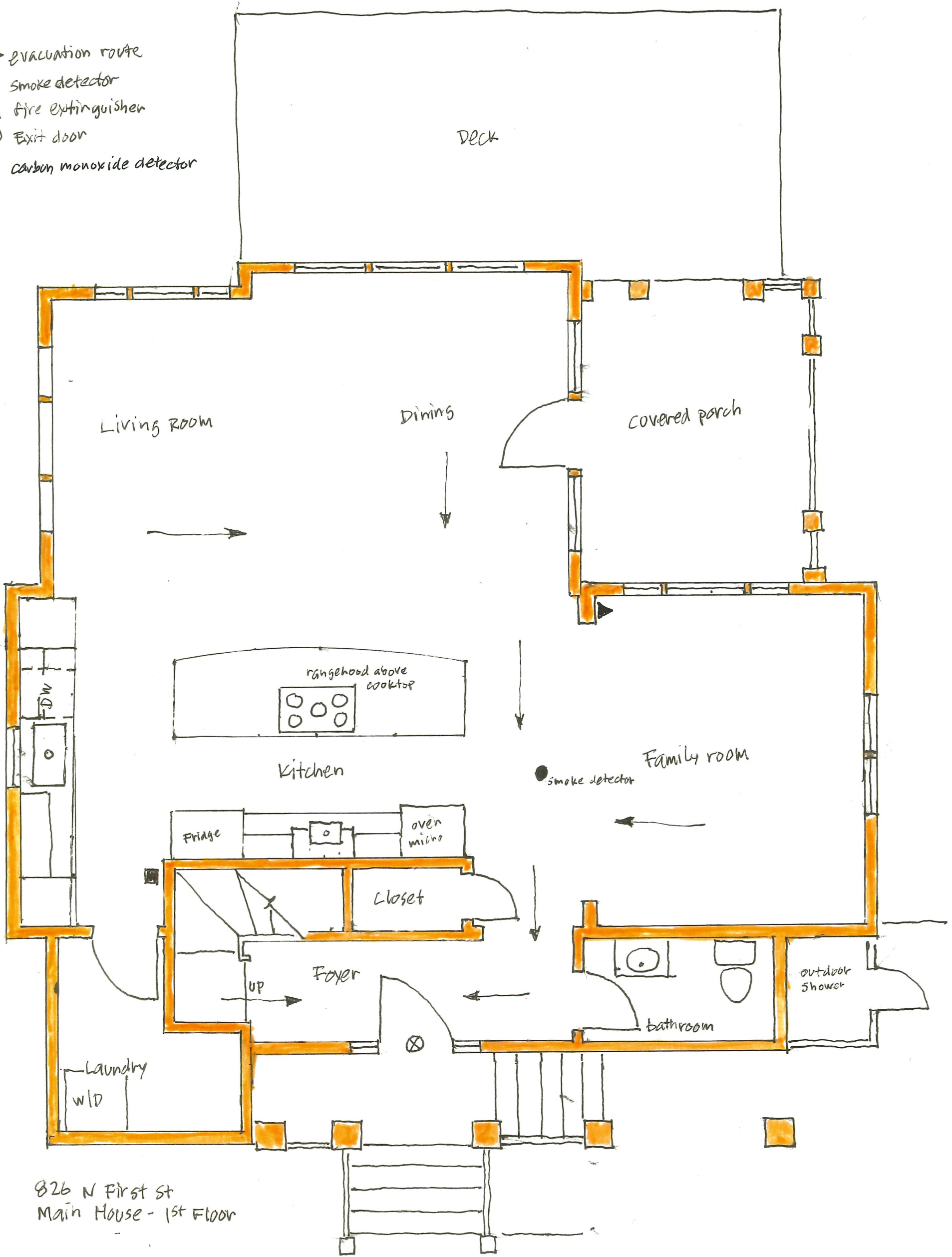
All that certain lot, piece or parcel of land situate, lying and being in the City of Hampton, Virginia, known and designated as Lot Numbered Fourteen (14), as shown on that certain plat entitled, "Malo Beach, Section C, City of Hampton, Virginia", made by R.F. Pyle, Engineer and Surveyor, dated June 18, 1954, and recorded in the Clerk's Office of the Circuit Court of Hampton, Virginia in Plat Book 3 at page 156, to which reference is here made.

12 0812

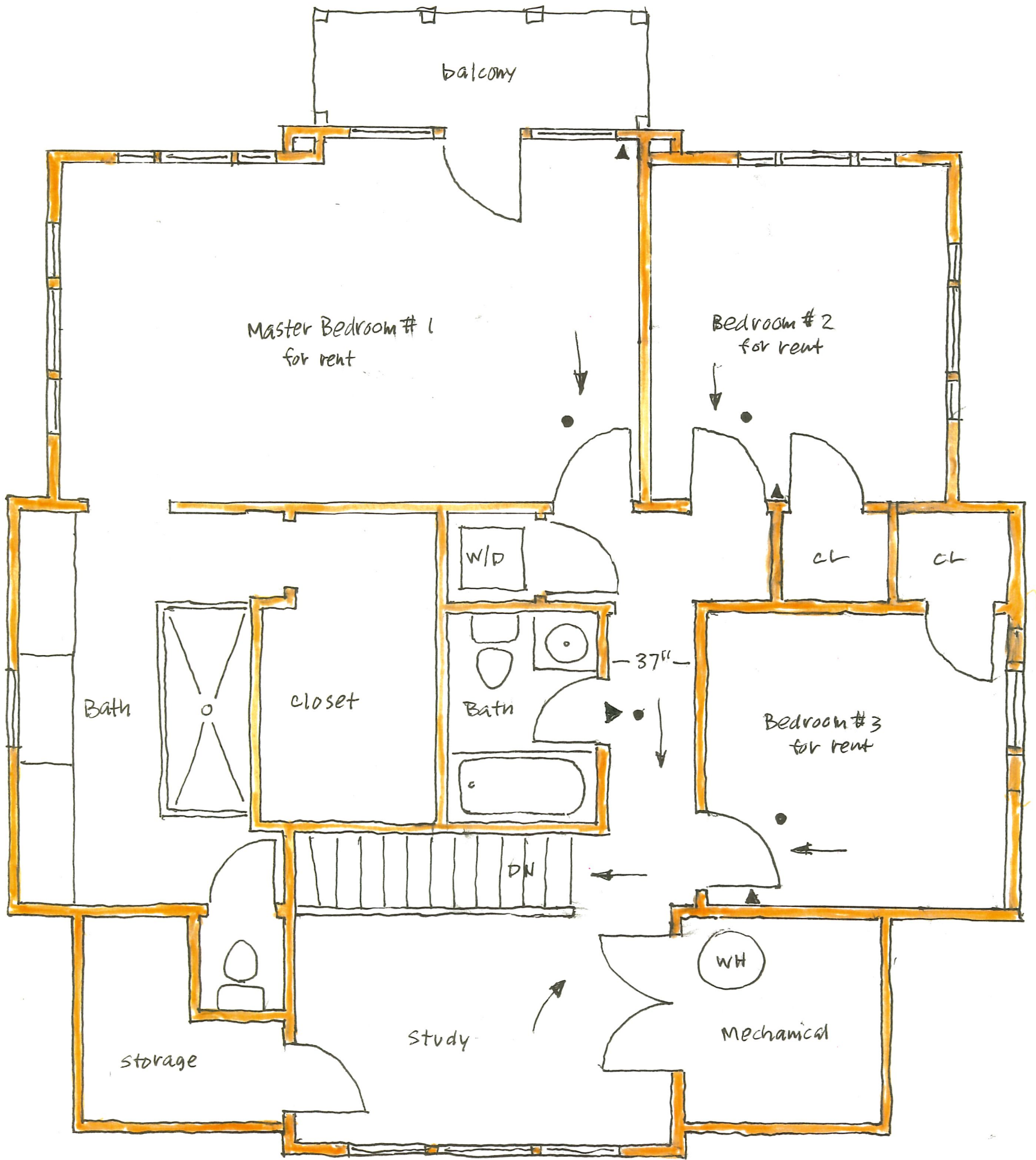


<p>Date: 5/12/2016</p>	<p>Scale: 1/8" = 1'</p>	<p>Landscape Plan: Buckroe House</p>	<p>Landscape Design by: Denise Greene Sassafras Farm</p>
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- evaluation route
- smoke detector
- fire extinguisher
- ⊗ exit door
- ▲ carbon monoxide detector

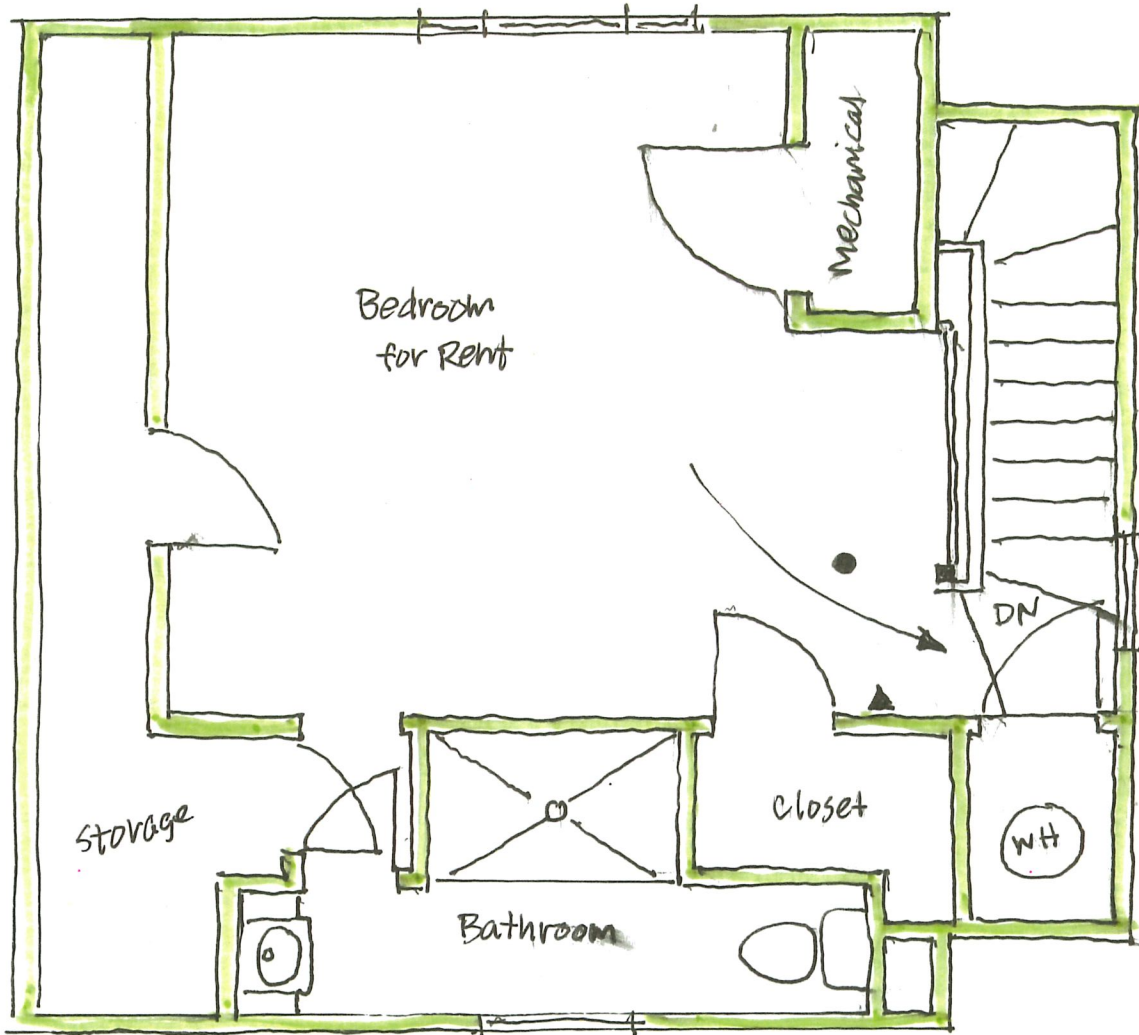


826 N First St
Main House - 1st Floor



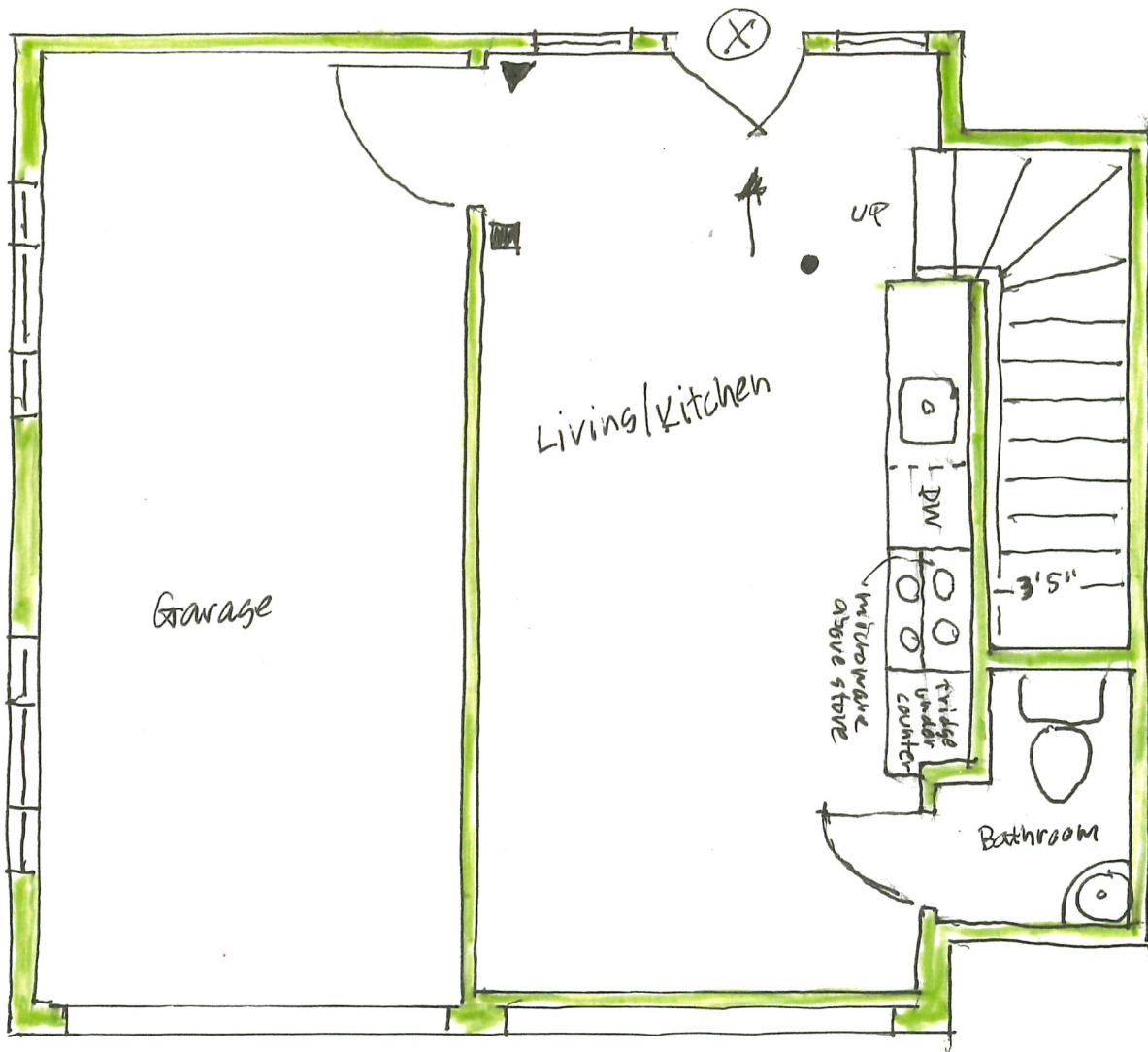
826 N First St
Main House - 2nd Floor

- smoke detectors
- ▲ carbon monoxide detectors
- Evacuation route



826 N First St
 Guest House - 2nd Floor

- smoke detectors
- ▲ carbon monoxide detectors
- Evacuation route



826 N First St
 Guest House - 1st Floor

- smoke detectors
- evacuation route
- ⊗ Exit door
- Fire extinguisher
- ▲ Carbon monoxide detectors















