

Halifax County Planning & Zoning Office
Halifax County, Virginia

Short Term Rental Regulations & Registration Application

Consultation with Halifax County Planning & Zoning staff is strongly recommended prior to pursuing Short Term Rental operation, to ensure all requirements are understood and met.

Halifax County amended Halifax County Code Chapter 53, Zoning, and established Short Term Rental regulations as a means to help the County monitor and evaluate the growing industry of short-term residential rentals. The registry established by the ordinance creates a channel for the county to provide operators of short-term residential rentals with important business-related information and resources.

A **Short Term Rental** is defined by Halifax County Code as “the accessory or secondary use of a residential dwelling unit or a portion thereof by a property owner to provide a room or space that is intended for short term transient rental purposes in exchange for a charge for the occupancy. The primary use of the short term rental unit shall remain residential. No short term rental for any unit to any person or entity shall exceed twenty-nine (29) consecutive days per stay.”

PLEASE NOTE:

Per Halifax County Code, Short Term Rentals are permitted by right in all zoning districts. Short Term Rentals with shared amenities or those allowing hunting must apply for a Conditional Use Permit which must be approved by the Halifax County Planning Commission and the Halifax County Board of Supervisors, prior to operation of the Short Term Rental.

Short Term Rental Requirements

1. Each operator of a Short Term Rental must register with the Halifax County Commissioner of the Revenue for a business license, business personal property tax, and lodging tax arrangements.
2. Each Short Term Rental operated in Halifax County shall register annually with the Halifax County Zoning Administrator and remit the \$75.00 registration fee prior to operation.
3. **For those Short Term Rentals requiring a Conditional Use Permit, the Short Term Rental Registration Application should be completed and the operator must contact the Planning and Zoning Administrator to continue with the Conditional Use Permit process.**
4. All outdoor burning shall occur in an encircled permanent, non-moveable location.
5. A property management plan must be submitted to the Zoning Administrator and shall include: local points of contact available to respond immediately to complaints, garbage clean-up, and management of unruly tenants and utility issues, etc.; a property sketch including: designated parking areas, shared amenities, outdoor recreation and/or hunting areas and rules when applicable. The property management plan shall also be posted in a visible location in the Short Term Rental.
6. Each operator of a Short Term Rental will provide to the Zoning Administrator all necessary paperwork and information confirming the Short Term Rental's compliance with the Short Term Rental Requirements. Further, each Short Term Rental will be subject to inspection by the Zoning Administrator and County Building Official on such schedule as the County may establish.

Safety Criteria Evaluated During Inspection

1. One fire extinguisher shall be installed at each floor's common area. Fire extinguishers shall be a minimum of 8# ABC dry powder.
2. One smoke detector shall be installed inside each bedroom and outside each bedroom, with a minimum of one on each floor, including basements.
3. One carbon monoxide detector shall be installed at each floor's common area.

4. Each kitchen and bath room shall have a GFCI receptacle which meets building code requirements.
5. Parking for Short Term Rentals shall be located on driveways and other designated parking areas. The parking of vehicles is prohibited on, or along, all rights-of-way.
6. Property boundaries, or limitations with the property's boundaries where transient guests are allowed, must be clearly marked at all times.
7. There shall be no visible evidence of the conduct of such Short Term Rental on the outside appearance of the property. Signage identifying the address of the Short Term Rental shall be visible from the roadway.
8. The owners of the Short Term Rental shall post an emergency evacuation plan in each bedroom and common area.

(Application begins on page 3)



COUNTY OF HALIFAX
SHORT TERM RENTAL
REGISTRATION APPLICATION

1050 Mary Bethune Street
P. O. Box 699, Halifax, VA 24558
Phone: (434)476-3300 Fax: (434)476-3384
Completed applications may be emailed to:
Detrick Easley – detrick.easley@co.halifax.va.us

Instructions: Type (using fillable PDF in Adobe) or Print neatly, providing full information. All fields must be completed for processing. For assistance call Halifax County Administration at 434-476-3300.

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Is the address of the Short Term Rental the same as your primary residential address?

Yes No

Short Term Rental Property Address: _____

Short Term Rental Parcel Number: _____

Operator Status:

I own this property.

I lease this property.

I manage this property.

Is this Short Term Rental part of a Home Owner's Association?

Yes

No

If either of the following questions is answered with 'Yes,' the Short Term Rental owner **MUST** contact the Halifax County Planning & Zoning office to apply for a Conditional Use Permit.

Does this Short Term Rental have any shared amenities**?

Yes

No

Does this Short Term Rental allow hunting?

Yes

No

****Chapter 53, Zoning, Section 53-1, Definitions, states that *shared amenities* are private amenities shared by multiple lots, including but not limited to roadways, landscaping, entry monuments, lighting, gatehouses, medians, pavement, curbing, gutters, storm drains, grass, signage, ponds, lakes, recreational facilities, or utilities.**

Certification by Applicant

I certify that the above information is true, accurate, and complete, and all Short Term Rental Requirements have been met as required by Halifax County Code.

Applicant Printed Name

Applicant Signature

Date

OFFICE USE ONLY

**Conditional Use Permit
Signature of Verification/Completion**

- Allowed by right**
- Required (shared amenities have been verified)**
- Required (hunting allowed)**

Detrick Easley, Planning and Zoning Administrator

Date

Approval of Short Term Rental Registration Application

The Short Term Rental as stated in this application is registered and approved for operation.

Detrick Easley, Planning and Zoning Administrator

Date

**Safety Criteria Evaluated During Inspection (see attached checklist)
Signature of Verification/Completion**

Halifax County Building Inspector

Date

Short Term Rental Registration Application Inspection Checklist

- A Short Term Rental business license has been obtained from the Halifax County Commissioner of the Revenue.
- A Property Management Plan for the Short Term Rental (as described in the Short Term Rental Requirements) has been submitted with the Registration Application.
- One fire extinguisher is installed at each floor's common area. Fire extinguishers are a minimum of 8# ABC dry powder.
- One smoke detector is installed inside each bedroom and outside each bedroom, with a minimum of one on each floor, including basements.
- An emergency escape window is located in each bedroom.
- One carbon monoxide detector shall be installed at each floor's common area. (Only applies if there is a fuel burning appliance in the rental or an attached garage is present.)
- Each kitchen and bath room has a GFCI receptacle which meets building code requirements.
- Parking for Short Term Rentals is located on driveways and other designated parking areas. The parking of vehicles is prohibited on, or along, all rights-of-way.
- Property boundaries, or limitations with the property's boundaries where transient guests are allowed, are clearly marked.
- There is no visible evidence of the conduct of such Short Term Rental on the outside appearance of the property. Signage identifying the address of the Short Term Rental is visible from the roadway.
- The owners of the Short Term Rental shall post an emergency evacuation plan in each bedroom and common area.