



**BEDFORD COUNTY  
 LICENSE APPLICATION  
 SHORT-TERM RENTAL MANAGEMENT PLAN**  
 (Effective November 1, 2023)

**PARCEL INFORMATION:**

**ZONING:** *(to be completed by Staff)*

Tax Map #: \_\_\_\_\_ Parcel ID (RPC): \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Section: \_\_\_\_\_ Lot \_\_\_\_\_ Magisterial District: \_\_\_\_\_ Election District: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

**OWNER INFORMATION:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip code \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Mobile # \_\_\_\_\_  
 Email address \_\_\_\_\_

**OPERATOR:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip code \_\_\_\_\_  
 Phone #s \_\_\_\_\_ Day time \_\_\_\_\_ Evening \_\_\_\_\_  
 Email address \_\_\_\_\_

**RENTAL AGENCY/AGENT:**

Agency Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip code \_\_\_\_\_  
 Phone #s \_\_\_\_\_ Day time \_\_\_\_\_ Evening \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Agent name \_\_\_\_\_  
 License # \_\_\_\_\_

**LOCAL POINT OF CONTACT INFORMATION:** The local point of contact must be available to respond immediately to complaints and is within 50 miles of the rental property.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip code \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Mobile # \_\_\_\_\_  
 Email address \_\_\_\_\_

**DWELLING INFORMATION:**

Please provide a floor plan of the dwelling that shows the location of bedrooms, fire extinguishers, smoke alarms, tenant parking, and garbage/refuse disposal areas.

Rental Address \_\_\_\_\_

House Name \_\_\_\_\_

VDH Septic Permit Number \_\_\_\_\_

Number of Permitted Guests \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

How will household garbage be disposed of?  
\_\_\_\_\_  
\_\_\_\_\_

How will unruly tenants be managed?  
\_\_\_\_\_  
\_\_\_\_\_

Power Company \_\_\_\_\_

Water Source \_\_\_\_\_

How will the property be advertised?  
\_\_\_\_\_  
\_\_\_\_\_

Will there be an outdoor sign? If so, how big (in square feet)?  
\_\_\_\_\_  
\_\_\_\_\_

**ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION:**

- 1. Floor Plan of the dwelling with the location of bedrooms, fire extinguishers, smoke alarms, tenant parking, and garbage/refuse areas.
- 2. VDH Septic Permit

**BEDFORD COUNTY ZONING ORDINANCE STANDARDS:**

Sec. 30-100-18. Short-term rentals.

(a) For use of this section per Code of Virginia §15.2-983:

“Short-term rental” means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

“Operator” means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, of any other possessory capacity.

(b) The following regulations shall apply to all short-term rentals on parcels for any period less than thirty (30) days of residential dwelling units in the AP, AR, AV, R-1, R-2, C1, C2, PCD, and PRD zoning districts:

- (1) The short-term rental operator shall register yearly by applying for a zoning permit to be reviewed for conformance with this section prior to utilizing the dwelling unit for short-term rental. An operator’s failure to register a short-term rental property prior to use (including single and multiple rooms in a residential structure) with the County shall result in a registration fee of \$500 as a penalty. Until the operator has completed registration (including payment of the registration penalty fee), the property shall not be offered for short-term rental.

Registration is not required for persons who are (i) licensed by the Real Estate Board or is a property owner who is represented by a real estate licensee; (ii) registered pursuant to the Virginia Real Estate Time-Share Act (§ 55.1-2200); (iii) licensed or registered with the Department of Health, related to the provision of room or space for lodging; or (iv) licensed or registered with the locality, related to the rental or management of real property, including licensed real estate professionals, hotels, motels, campgrounds, and bed and breakfast establishments.

- (2) A property management plan shall be provided by the operator to demonstrate how the short-term rental will be managed for approval. This plan shall include the floorplan of dwelling, local points of contact available to respond immediately to complaints (within 50 miles of property), garbage disposal, management of unruly tenants, number of permitted guests, parking information, location of fire extinguisher(s) and smoke detectors, utility contact information, advertisement plan, and any additional information requested to ensure compliance with this section. This plan shall be posted in a visible location in the short-term rental and be provided as part of the rental contract with tenants. (Effective November 1, 2023))
- (3) There shall be a working, two-pound minimum, ABC rated, fire extinguisher located in a visible and readily accessible area (i.e., kitchen or hallway) within each dwelling unit. Working smoke detectors shall be installed in each bedroom of the dwelling unit as well as one (1) on each floor (including the basement) outside of any bedrooms.
- (4) Signage is limited to one (1) non-illuminated sign, and signage is limited to a maximum of two (2) square feet in area, shall be permitted per dwelling in the R-1 and R-2 districts; and sixteen (16) square feet in area in the AP, AR, and AV zoning districts. Any sign must conform with the provisions of article V of the zoning ordinance.
- (5) All vehicles, boats, and trailers of tenants shall be parked on the lot on which the dwelling unit is located. In the case of multifamily dwellings, boats and trailers must be parked in areas specifically reserved for the dwelling unit being rented. No vehicles, boats, or trailers shall be parked in, along, or on the sides of roads at any time.
- (6) There shall be no change in the outside appearance of the dwelling unit or premises, or other visible evidence of the conduct of such short-term rentals.

- (7) Advertisement of the dwelling offered for short-term rental shall comply with the issued zoning permit and any requirements set forth in this section. Additionally, if the dwelling is served by a private sewage disposal system, all advertisements shall comply with the number of bedrooms from the approved Virginia Department of Health sewage disposal system permit. (Effective November 1, 2023)
- (8) Upon more than three (3) violations of any applicable state or local laws, ordinances or regulations as relating to a specific property offered for short-term rental (including, but not limited to, the requirement to register any such property), the County shall prohibit such property from being registered and/or offered as a short-term rental for a period determined by the zoning administrator that shall not exceed two (2) years.
- (9) Zoning Ordinance violations of the dwelling unit offered for short-term rental can be inspected to verify compliance with all applicable requirements of 30-100-18(b).
- (10) All short-term rental zoning permits are valid for one (1) year from issuance.

(Ord. of 2-26-01, App. A; Ord. of 7-9-2001; Ord. of 2-11-2002; Ord. of 7-8-2002; Ord. of 12-13-2004; Ord. No. O-0508-111(R), 5-27-2008; Ord. No. O-0511-57, 5-23-2011; Ord. No. O021014-05, pt. III, 2-10-2014; Ord. No. O021014-05(2), 2-10-2014; Ord. No. O-061316-05, 6-13-2016; Ord. No. O112717-05, pt. II, 12-11-2017, effective 1-1-2018; Ord. No. O 081423-01, pt. II, 08-14-2023)

**CERTIFICATION**

**The undersigned hereby certifies the reading and understanding of all of the regulations stated in Section 30-100-18 Short-term Rentals of the Bedford County Zoning Ordinance and that the dwelling unit and property for which application is being made is and will continue to remain fully compliant with these regulations (listed above).**

Printed Name of Owner(s) \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Operator \_\_\_\_\_

Signature of Operator \_\_\_\_\_

Date \_\_\_\_\_