



Prior to operation, the operator of any homestay or short-term rental shall register the property with the Department of Community Development, unless exempt from registration pursuant to Section 15.2-983(B)(2) of the Code of Virginia, as amended. Registration is valid from the date the registration occurs through December 31st and shall be renewed annually by March 1st. Each registration is specific to the operator and property and is nontransferable. Proof that the property is the operator's primary residence is required. Please visit www.harrisonburgva.gov/short-term-rentals for list of acceptable documents.

Submit this form to the Planning & Zoning Division of the Department of Community Development, 409 South Main Street, 2nd Floor, Harrisonburg, VA 22801. If questions, please call (540) 432-7700.

PROPERTY INFORMATION

I am registering a (select one):

Homestay

Homestay or Short-Term Rental Property Address

Short-Term Rental

Registration Year (circle one): 2022 2023 2024 2025

Or write year here: _____

Tax Map Parcel/ID

Zoning District

PROPERTY OWNER INFORMATION

Property Owner Name

Telephone

Mailing Address

E-Mail

City

State

Zip

HOMESTAY/STR OPERATOR

Check here if the property owner is the STR Operator and skip to next section.

Homestay or STR Operator Name

Telephone

Mailing Address

E-Mail

City

State

Zip

CERTIFICATION

By signing below, I certify that I am, or I have the permission from, the property owner and I will be operating a homestay or short-term rental at the address listed above. I understand that the completion of this form only addresses Zoning requirements and that other regulations and requirements may apply.

OPERATOR SIGNATURE

DATE

TO BE COMPLETED BY PLANNING & ZONING DIVISION

\$25.00 Registration Fee Received

Proof of Primary Residence Reviewed

Date Form & Fee Received

Approved By

Selected Sections of the Zoning Ordinance Pertaining to Homestays and Short-Term Rentals

Section 10-3-13. – Penalties.

- (1) Any person, firm, or corporation found in violation of any provision of this chapter, upon conviction shall be guilty of a class 1 misdemeanor, unless designated as a civil penalty under subsection (2).
- (2) Civil penalties.
 - a. A violation of the following provisions of the Zoning Ordinance shall be punishable by a civil penalty of \$100.00 for a first offense, \$200.00 for a second offense, and \$500.00 for each subsequent offense arising from the same set of operative facts:
 - i. Operating a short-term rental or homestay in violation of the Zoning Ordinance.
 - ii. Erecting a sign prior to approval of a sign permit or other violation of article EE.
 - b. Each day during which any violation punishable by a civil penalty is found to have existed shall constitute a separate offense; however, in no event shall any such violation arising from the same set of operative facts be charged more frequently than once in any ten-day period, nor shall a series of violations arising from the same set of operative facts result in civil penalties exceeding a total of \$5,000.00.
 - c. The designation of a particular violation of this chapter as subject to civil penalties shall be in lieu of criminal sanctions under subsection (1), provided, however, that when such civil penalties total \$5,000.00, the violation may be prosecuted as a criminal misdemeanor.

Section 10-3-24. Definitions.

Homestay: In a single-family detached, duplex, or townhouse dwelling unit, the provision of a guest room or accommodation space within the principal building that is suitable or intended for transient occupancy for dwelling, sleeping, or lodging purposes and is offered in exchange for a charge for the occupancy.

Short-term rental: The provision of a dwelling unit, a guest room or accommodation space within the dwelling unit, or any accessory building that is suitable or intended for transient occupancy for dwelling, sleeping, or lodging purposes and is offered in exchange for a charge for the occupancy.

Sec. 10-3-205. – General regulations.

- (1) Registration.
 - (a) Prior to operation, the operator of any homestay or short-term rental shall register the property with the Department of Community Development, unless exempt from registration pursuant to Section 15.2-983(B)(2) of the Code of Virginia, as amended. Registration shall be valid from the date the registration occurs through December 31st and shall be renewed annually by March 1st. Registration fees are twenty-five dollars per year (\$25/year).
 - (b) Each registration shall be specific to the operator and property and is nontransferable.
- (2) Operators shall maintain the property as their primary residence, as indicated on a state-issued license or identification card.
- (3) Operators who are not the property owner shall be present during the lodging period.
- (4) Each lodging contract shall be limited to a period of fewer than thirty (30) consecutive nights.
- (5) Any food service offered shall be limited to guests.
- (6) In addition to the regulations in subsections (1), (2), (3), (4), and (5), short-term rentals shall comply with the following:
 - (a) The operation shall not be marketed and used for weddings, receptions, or events, unless approved, and as may be conditioned during the special use permit process.
- (7) In addition to the regulations in subsections (1), (2), (3), (4), and (5), homestays shall comply with the following:
 - (a) The total number of lodging contracts shall be limited to ninety (90) nights per calendar year.
 - (b) The number of guests at one time shall be limited to four (4).
 - (c) The operation shall not be marketed or used for weddings, receptions, or other events.