



Petitioning City Council for a Neighborhood STR Overlay District

City Zoning Ordinance [Sec. 2301\(b\)](#)

Any part of the City may petition the City Council for an overlay district to be created if the identified community is able to gather the signatures of seventy-five (75) percent of the owners of the properties in the community. Only one (1) signature per property may be counted. Such communities shall be pre-existing, and any new community boundaries may not be created for the purpose of meeting the requirements of this section for creation of a short term rental overlay.

Step 1: Create a Neighborhood Boundary Map To be completed by the Petitioner/Applicant

- This map must include all existing or planned boundaries of the neighborhood proposed for the Short-Term Rental Overlay District.
- Neighborhood boundaries must be highlighted in yellow by the applicant and all bordering street names and waterways must be legible.
- Maps may be created using [VB Map](#) or a map application of your choice

Instructions if using VB Map:

- a) Select a Basemap (Choose between Streets, Light Gray Canvas, or Open Street Map)



← *Select Basemap type*

- b) Show Subdivision limits* ("Planning Subdivisions" are listed under the Property Information layer)



← *Activate Layer List*

**Subdivision boundaries may not accurately define the limits of a neighborhood. In accordance with Appendix A, Article 1, [Section 102\(b\)\(6\)](#) of the City Zoning Ordinance, the Planning Director shall review and interpret all submitted neighborhood boundaries as part of the petition to City Council for the creation of an STR Overlay District. Appeal of the Planning Director's interpretation shall be to the Board of Zoning Appeals, as provided in the Code of Virginia, Title 15.2, Chapter 22, Section 15.2-2309(1).*

Step 2: Submit Map for Review To be completed by the Petitioner/Applicant

Include the following information with your submittal:

- Neighborhood/Subdivision Name
- Applicant's Name
- Applicant's Phone Number
- Applicant's Address
- Brief description of why you, the applicant, feel the boundary lines shown on the submitted map represent the perimeter of the neighborhood
- Supporting documents (Ex. Subdivision plat(s); Civic League Boundary Maps; Any other identifiers that support the boundaries shown on the submitted neighborhood boundary map)

Submit the Neighborhood Boundary Map and supporting information/documentation to:

STR@VBgov.com.

Step 3: Review and Notification *To be completed by Zoning Staff and the Director of Planning and Community Development*

The Planning Director will review the map in accordance with [Sec. 102\(b\)\(6\)](#) of the City Zoning Ordinance.

Results of the Planning Director's Neighborhood Boundary Map review will be emailed to the applicant by a member of the STR Team. If your proposed Neighborhood Boundary Map is approved, you may continue with Step 4.

Step 4: Create a Petition *To be completed by the Petitioner/Applicant*

If the Planning Director has approved your Neighborhood Boundary Map, you must now generate a petition requesting that City Council create an STR Overlay District encompassing the neighborhood specified within the borders of the approved Neighborhood Boundary Map.

Step 5: Gather Signatures of Property Owners *To be completed by the Petitioner/Applicant*

The applicant must collect signatures with names and addresses from at least 75% of the property owners within the specified borders of the approved Neighborhood Boundary Map.

- Each property only gets one signature.
- All addresses and names of property owners must be legible. Illegible printed names and addresses will not be counted.
- Renters, lessees, or other non-property owners cannot sign the petition.

Step 6: Submit Petition and Signatures *To be completed by the Petitioner/Applicant*

Once 75% of the property owners within the approved Neighborhood Boundary Map have signed the petition, the applicant must submit the original document to the Zoning Administrator for review.

Mail or hand deliver the petition to:

Virginia Beach Planning Department
Attention Zoning Administrator
2403 Courthouse Drive
Building 3 – Municipal Center
Virginia Beach, Virginia, 23456

Step 7: Signatures Counted *To be completed by Zoning Staff*

Names, addresses and signatures on the petition will be counted and verified by Zoning Staff. This process may take a month or more.

Step 8: Signatures Certified and Public Hearing Scheduled *To be completed by Planning Department Staff*

- If the petition complies with [Sec. 2301\(b\)](#) of the City Zoning Ordinance, the City will initiate the scheduling of the appropriate Planning Commission and City Council public hearings.
- The applicant will be made aware of the public hearing dates.
- Ultimately, City Council will decide by vote whether to create the proposed STR Overlay District.