

# PETITIONING CITY COUNCIL FOR A NEIGHBORHOOD STR OVERLAY DISTRICT

CITY OF VIRGINIA BEACH DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
ZONING ADMINISTRATION / SHORT-TERM RENTAL TEAM  
2875 SABRE STREET, SUITE 500  
VIRGINIA BEACH, VA. 23452  
757-385-8862 OR STR@VBGOV.COM

## CODE REFERENCE:

City Zoning Ordinance 2301(b)	<i>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.</i>
-------------------------------	--

## STEP 1: TO BE COMPLETED BY THE PETITIONER (REFERRED TO IN THIS DOCUMENT AS THE APPLICANT)

Neighborhood Boundary Map

Create a neighborhood boundary map.

This map must include all existing or planned boundaries of the neighborhood proposed for the Short-Term Rental Overlay District.

Neighborhood boundaries **SHALL** be highlighted in yellow by the applicant and all bordering street names and waterways **SHALL** be legible.

**Maps may be created using [City Map](#) or a map of your choice**

Instructions if using City Map

- Select a Basemap  
Acceptable Basemap types include:
  - a) Streets
  - b) Light Gray Canvas
  - c) Open Street Map



— Select Basemap type

- Activate the Subdivision limits\*\*  
Activate the limits of the subdivision as follows:
  - a) Activate the Layer List
  - b) Activate Property Information
  - c) Click the arrow next to Property Information
  - d) Activate Planning Subdivisions



— Activate Layer List

*\*Subdivision boundaries may, or 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 APPLICANT)**

Submit Map	<p>Before submitting, be sure to include the following in the body of the email:</p> <ul style="list-style-type: none"> <li>• Neighborhood Name</li> <li>• Applicant’s Name</li> <li>• Applicant’s Telephone Number</li> <li>• Applicant’s Address</li> <li>• Brief description of why you, the applicant, feel the boundary lines shown on the submitted map represent the perimeters of the neighborhood</li> <li>• Supporting documents, such as, but not limited to: <ul style="list-style-type: none"> <li>▪ Subdivision Plat(s)</li> <li>▪ Civic League Boundary Maps</li> <li>▪ Any other neighborhood identifiers that support the borders shown on the submitted neighborhood boundary map</li> </ul> </li> </ul> <p><b>Submit the neighborhood boundary map to:</b>  <a href="mailto:STR@vbgov.com">STR@vbgov.com</a>  <i>Attention: STR Team Zoning Supervisor</i></p>
------------	---

**STEP 3: REVIEW AND NOTIFICATION**  
**(COMPLETED BY ZONING STAFF AND THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT)**

Review and notification	<p>After Step #2 is complete, the Planning Director will review the map in accordance with Section 102(b)(6) of the City Zoning Ordinance.</p> <p>Results of the Planning Director’s Map review will be emailed to the applicant by a member of the Zoning STR Team.</p>
-------------------------	--

**ONLY MOVE TO STEP #4 IF THE PLANNING DIRECTOR APPROVES YOUR PROPOSED NEIGHBORHOOD BOUNDARY MAP**

## STEP 4: CREATE A PETITION (TO BE COMPLETED BY THE APPLICANT)

Create a Petition

The applicant 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 APPLICANT)

Gather Names, Addresses, and Signatures

The applicant must now gather the names, addresses, and signatures from 75% of the property owners within the specified borders of the approved Neighborhood Boundary Map.

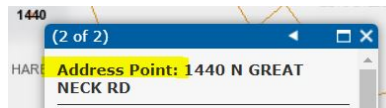
Each property only gets one signature.

All addresses and names of property owners must be legible. **Illegible printed names and addresses will not be counted.**

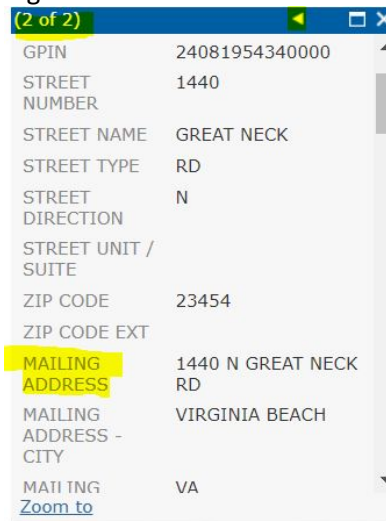
Renters, lessees, or other non-property owners cannot sign the petition.

The applicant may obtain property owner's mailing addresses by using City Map.

- Open City Map by clicking [here](#).
- Zoom into the address of your choice.
- Click on the address number shown on the property and a pop-up box will appear.
- The pop-up box may have multiple pages. Look for the page titled "Address Point."



- Find the mailing address on the *Address Point* pop-up page.



<b>STEP 6: SUBMIT SIGNATURES (TO BE COMPLETED BY THE APPLICANT)</b>	
Submit the Petition to the Zoning Administrator for review	<p>Once 75% of the property owners have signed the petition, the applicant may submit the original document to the Zoning Administrator for review.</p> <p>Submit the petition to:  Virginia Beach Planning Department  <i>Attention Zoning Administrator</i>  2875 Sabre Street, Unit 500  Virginia Beach, Virginia, 23452</p> <p>We do not recommend sending the petition by US Mail. Instead, please hand deliver it to the Zoning office.</p>
<b>STEP 7: SIGNATURES COUNTED (TO BE COMPLETED BY ZONING STAFF)</b>	
Signatures Verified	<p>The addresses, names, and signatures will be counted and verified by Zoning Staff.</p> <p>This process may take a month or more.</p>
<b>STEP 8: SIGNATURES CERTIFIED AND PUBLIC HEARING SCHEDULED (TO BE COMPLETED BY PLANNING DEPARTMENT STAFF)</b>	
Signatures certified / Public Hearing Scheduled	<p>If the petition complies with Section 2301(b) of the City Zoning Ordinance, the City will initiate the scheduling of the appropriate Planning Commission and City Council public hearings.</p> <p>The applicant will be made aware of the public hearing dates.</p> <p>Ultimately, City Council will decide by vote whether to create the proposed STR Overlay District.</p>