



Letter of Intent to Lease Municipal Parking

Name: _____

Home Address: _____

City / State / Zip: _____

Rental Address: _____

City/State/Zip: _____

Phone: () _____ Alternate Phone: () _____

Email Address: _____

Parking Garage: _____ Address: _____

I intend to lease municipal parking space(s) to meet the parking requirements for Short-Term Rentals. I agree to purchase an annual, non-refundable \$610 lease for each unreserved parking space at the garage listed in this Letter of Intent once the Short-Term Rental application is approved by the City of Virginia Beach.

I understand this Letter of Intent is not an official agreement or Short-Term Rental approval. Any changes to the City-approved parking plan for the Short-Term Rental must be submitted to and approved by the Zoning Administrator. Failure to provide the required number of parking space(s) either on the property or in an approved off-site parking facility will result in termination of my Short-Term Rental approval.

Owners' Signature

Date

Homeowner: To purchase parking passes, take this form to the garage management staff at the Municipal Parking Garage referenced above once approved and signed by the City's Zoning Office.

-----Below to be completed by City of Virginia Beach Zoning Office ONLY-----

The Short-Term Rental permit has been approved. Additional parking space(s) is required to keep the permit active. The Owner is required to submit proof of the required parking space(s) to the Zoning Administrator annually.

Permit Approval Date: _____

Permit Expiration Date: _____

Permit Record Number: _____

City of Virginia Beach Zoning Administrator Signature

Date