

# HOW DO I LICENSE A SHORT-TERM RENTAL (STR)?

## Step-By-Step Guide & Checklist



**BEFORE YOU BEGIN...** Please read the full [Short-Term Rental Regulations](#)



### STEP 1 WHICH TYPE OF SHORT-TERM RENTAL (STR) YOU ARE GOING TO OPERATE?

#### UNHOSTED STR

A dwelling where a portion of or the entire dwelling is used for sleeping or lodging for transient renters, which is rented for less than 30 consecutive days in exchange for a charge.

Overnight guests and invited visitors at other times, shall not exceed 20 persons at any time during the entire rental period, unless approved by the Board of Supervisors.

The maximum number of rented nights shall not exceed 240 per calendar year.

#### HOSTED STR

An owner-occupied dwelling (owner occupies the dwelling as their primary residence), where a portion is used for sleeping or lodging for transient renters, which is rented for less than 30 consecutive days in exchange for a charge.

Overnight guests and invited visitors at other times, shall not exceed 20 persons at any time during the entire rental period, unless approved on a case-by-case basis by the Planning & Land Use Department.

Operator must stay overnight on the premises during all rental periods.

The maximum number of rented nights shall not exceed 240 per calendar year.

### STEP 2 DO YOU NEED A SPECIAL EXCEPTION?

#### UNHOSTED STR

**YES** – Unhosted STRs will require a Special Exception approved by the Board of Supervisors to obtain approval

#### HOSTED STR

**NO** – Hosted STRs will only need to submit an application to the Planning & Land Use Department to obtain approval

### STEP 3 FILL OUT THE APPROPRIATE APPLICATION

#### UNHOSTED STR

**APPLICATION FOR SPECIAL EXCEPTION  
(UNHOSTED SHORT-TERM RENTAL (STR))**

**APPLICATION FEE = \$400.00**

#### HOSTED STR

**APPLICATION FOR HOSTED SHORT-TERM  
RENTAL (STR)**

**APPLICATION FEE = NO FEE**



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### STEP 4 GATHER REQUIRED DOCUMENTS TO INCLUDE WITH YOUR APPLICATION\*

#### UNHOSTED STR

- 👍 Commercial General Liability Insurance
- 👍 Certificate of Occupancy
- 👍 On-Site Septic Operational Permit OR Certificate of Occupancy for public sewer
- 👍 Parking Plan
- 👍 Optional: Written request to host more than 20 persons

#### HOSTED STR

- 👍 Commercial General Liability Insurance
- 👍 Certificate of Occupancy
- 👍 On-Site Septic Operational Permit OR Certificate of Occupancy for public sewer
- 👍 Evidence that my STR is my primary residence
- 👍 Optional: Written request to host more than 20 persons

*\*Please see the respective application for a more detailed description of the documents needed and how to obtain them.*

### STEP 5 SUBMIT YOUR COMPLETED APPLICATION PACKAGE & APPLICABLE FEE TO A MEMBER OF THE PLANNING AND LAND USE DEPARTMENT

#### UNHOSTED STR

- 👍 Application
- 👍 Required Documents
- 👍 \$400.00 Fee

#### HOSTED STR

- 👍 Application
- 👍 Required Documents

*Any missing items or incomplete application information will delay processing.*

### STEP 6 WHAT HAPPENS NOW?

#### UNHOSTED STR

Once all of the required information and payment is received, a public hearing will be scheduled during a Board of Supervisors meeting. Adjacent property owners will be notified of the public hearing, and the hearing will be advertised in the Rappahannock Record. A decision will be provided at the Board of Supervisors meeting.

***\*UNHOSTED STR SPECIAL EXCEPTION PERMITS ARE TRANSFERABLE. THE RIGHT TO OPERATE A STR RUNS WITH THE LAND, UNLESS REVOKED BY THE BOARD OF SUPERVISORS OR VACATED BY THE PROPERTY OWNER.***

#### HOSTED STR

Once all of the required information is received, written confirmation of Hosted STR compliance with Lancaster County STR Ordinance is provided by the Planning & Land Use Department.

***\*HOSTED APPLICATION APPROVALS ARE NOT TRANSFERABLE. A NEW OWNER WILL NEED TO SUBMIT A NEW APPLICATION.***



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**ONCE YOUR APPLICATION HAS BEEN APPROVED  
YOU WILL NEED TO DO THE FOLLOWING...**



**#1**

**STR OPERATOR TO FILL OUT A REGISTRY/EXEMPTION FORM &  
PAY \$50.00 REGISTRY FEE (if applicable)\*\***

UNHOSTED STR

HOSTED STR

**SHORT-TERM RENTAL (STR) ANNUAL REGISTRY/EXEMPTION CERTIFICATE FORM**

\*\*Pursuant to §15.2-983 of the *Code of Virginia*, 1950, as amended, the Lancaster Board of Supervisors adopted its [Short-Term Rental Registry Ordinance](#) requiring **ALL** short-term rental properties (both hosted and unhosted) to register annually and paying an annual \$50.00 fee, unless exempt pursuant to Section 15.2-983(B)(2) of the Code of Virginia, as amended (please see The *Short-Term Rental (STR) Annual Registry/Exemption Certificate form* for a list of applicable exemption options). Those who are exempt will need to fill out this form only once to certify their exempt status. **FAILURE TO REGISTER PENTALTY = \$500.00 PER VIOLATION.**

**AND...**

**#2**

**FILL OUT A TRANSIENT OCCUPANCY TAX (TOT) RETURN &  
PAY TOT TAX TO THE COUNTY EACH MONTH\*\*\***

UNHOSTED STR

HOSTED STR

**VIRGINIA LOCAL TRANSIENT OCCUPANCY TAX RETURN FORM**

\*\*\*Pursuant to §58.1-3819 of the *Code of Virginia*, 1950, as amended, the Lancaster Board of Supervisors adopted its [Transient Occupancy Tax Ordinance](#) requiring **ALL** short-term rental properties (both hosted and unhosted) to pay monthly a Transient Occupancy Tax of 2% of the amount received for lodging by filing a Transient Occupancy Tax Return with the Commissioner of Revenue by the 20<sup>th</sup> day of the month following the receipt of lodging revenues. **FAILURE TO REMIT TAX PENTALTY = 5% of the tax due per month, not to exceed 25% in the aggregate PLUS 8% interest per annum PLUS 50% of the tax due if deemed fraudulent.**

Should you need to obtain a copy of the full [Short-Term Rental Regulations](#) as provided by Part I, Article 29 of the Lancaster County Zoning Ordinance, as amended, the full [Transient Occupancy Tax Ordinance](#) as provided by Chapter 62, Article X of the Lancaster County Code of Ordinances, as amended, and/or the full [Short-Term Rental Registry Ordinance](#) as provided by Chapter 18, Article I, Section 18-2 of the Lancaster County Code of Ordinances, as amended, digital copies are available on the County's website at <http://www.lancova.com> or a hard copy may be obtained from the Planning & Land Use Department located at 8311 Mary Ball Road, Lancaster, VA 22503. Should you have further questions, please feel free to contact the Planning & Land Use Department at 804.462.5220.