



CITY OF HARRISONBURG  
**COMMUNITY  
DEVELOPMENT**

**Special Use Permit Application**

[www.harrisonburgva.gov/zoning](http://www.harrisonburgva.gov/zoning)

**PROPERTY INFORMATION**

Property Address: 1048 A College Ave Harrisonburg Tax Map: 048-0-6 Total Land Area: 0.31 acres or sq.ft. (circle)  
Existing Zoning Classification: R-2  
Special Use being requested: Short-Term Rental

**PROPERTY OWNER INFORMATION**

Property Owner Name: Matthew Swartzentruber Telephone: 267-733-2656  
Street Address: 1048 College Ave E-Mail: Matthew.swartzentruber@gmail.com  
City: Harrisonburg State: VA Zip: 22802

**OWNER'S REPRESENTATIVE INFORMATION**

Owner's Representative: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CERTIFICATION**

*I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.*

[Signature] 2/2/24  
PROPERTY OWNER DATE

**REQUIRED ATTACHMENTS**

- ☒ Site or Property Map  
☒ Letter explaining proposed use & reasons for seeking a Special Use Permit.  
☒ Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis). This requirement is waived for the following SUPs: major family day homes, reducing required parking areas, reduction in required side yard setback, wireless telecommunication facilities, wall and fences, and short-term rentals. To prevent delays in reviewing your application, please consult with Planning staff to confirm your application does not require a TIA Determination Form or TIA Acceptance Letter.

Note: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

**TO BE COMPLETED BY PLANNING & ZONING DIVISION**

2/2/24 Total Fees Due: \$ 455  
Date Application and Fee Received Application Fee: \$425.00 + \$30.00 per acre  
[Signature]  
Received By

To Whom it May Concern,

We are applying for a short-term rental operation permit for our basement apartment at 1048A College Ave, Harrisonburg 22802. We, Matt and Maria Swartzentruber, purchased this house, 1048 College Ave, in January of 2022 and have had an older couple renting the basement apartment ever since. Unfortunately, this couple has moved to the retirement community at VMRC this past December of 2023 and we're now in the position of needing to figure out how best to utilize this space. With three small children in the home (7, 4, and 2), we like the flexibility of a short-term rental option because it allows us more use of the space when it's not occupied. The driveway to the apartment is essentially our backyard space, and with Maria being home with the younger two, and also watching a friend's 4 year old child, it's nice for them to use this space for play when we don't have anyone staying in the apartment. Additionally, we like the flexibility that short-term renting offers, and with our aging parents living out of state with declining health, we also anticipate likely needing to have the apartment available in the near future. Already, we've also had neighbors use our apartment for visiting family members, and we hope to make it available in ways that foster community within our neighborhood.

We bought this house as our family home and plan to live here for many years to come. This is not an investment property, nor are we prioritizing financial decisions over family decisions. We anticipate at some point we will return to longer term renting, but for this current season of our lives, the possibility of short-term renting suits our family's needs better. It should also be noted that the layout of this apartment, for all intents and purposes, is our basement. There is a door that goes between our basement space, and the basement apartment space, that connects the two from the inside of the house.

Matt and Maria Swartzentruber, owners of 1048 College Ave, will be the operators of the STR. 1048 College Ave is our primary residence and we'll be living on the property with this basement apartment as the proposed STR. 1048 College Ave and 1048A College Ave are one entire house, the STR (1048A College Ave) is a basement apartment below the main living space with separate utilities, separate entrance/exits, and separate parking/driveway as well. The STR is roughly 1200 sq ft, with 2 bedrooms, 2 full bathrooms, full kitchen, and living room. The maximum number of lodgers accommodated in this STR would be 4. Guests would park their vehicles off street in the separate parking lot provided for this basement apartment on the property. The off street parking for this STR could accommodate up to three vehicles (see picture). If you'd like to see pictures of the inside layout of the apartment it's available at <https://airbnb.com/h/swartzentruber> (we're currently hosting guests through airbnb as a homestay but would like the flexibility to increase the amount of nights in a calendar year with the short-term rental status).

Thank you for your consideration, don't hesitate to reach out if you have any questions or concerns.

Matt and Maria Swartzentruber  
[matthew.swartzentruber@gmail.com](mailto:matthew.swartzentruber@gmail.com)  
(cell) 267-733-2656





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Parking

