



ZONING & CODE ENFORCEMENT DEPARTMENT

Short-Term Rentals
Permit Application

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking Administrative Approval for a Short-term Rental (STR) in accordance with Section §300-45 of the Town Code.

SUBMIT COMPLETED APPLICATION WITH PAYMENT TO THE TOWN CLERK. PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF SENECA FALLS.
Check All Applicable: [ ] Initial STR Permit Application & Fee: \$50.00 [ ] Initial STR Annual Fee: \$500.00
[ ] Check#: [ ] Rec'd Date: [ ] Rec'd By: [ ] Cash [ ] Permit #:

1. APPLICANT INFORMATION: Are the Applicant and Owner Same Person? [ ] Yes [ ] No

Applicant Name: [ ] Corporation Name: [ ]
Street Address: [ ] City: [ ] Zip: [ ]
Phone: ( [ ] ) [ ] - [ ] Fax: ( [ ] ) [ ] - [ ] E-mail: [ ]
Owner's Name: [ ] Corporation Name: [ ]
Street Address: [ ] City: [ ] Zip: [ ]
Phone: ( [ ] ) [ ] - [ ] Fax: ( [ ] ) [ ] - [ ] E-mail: [ ]

2. SHORT-TERM RENTAL PROPERTY INFORMATION:

STR Property Address: [ ]
Tax Map ID#: [ ] Zoning District: [ ]
Property Class: [ ] Number of Bedrooms: [ ] Maximum Number of Guests: [ ]

3. PROPERTY MANAGEMENT COMPANY (if applicable):

Contact Person/Agent: [ ]
Company Name: [ ]
Street Address: [ ] City: [ ] Zip: [ ]
Phone: ( [ ] ) [ ] - [ ] Fax: ( [ ] ) [ ] - [ ] E-mail: [ ]

4. 24-HOUR CONTACT INFORMATION:

Name: [ ] Phone: ( [ ] ) [ ] - [ ]
Name: [ ] Phone: ( [ ] ) [ ] - [ ]

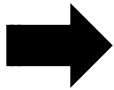
5. RENTAL INFORMATION:

Number of Bedrooms: [ ] Maximum Number of Guests/Occupants: [ ]
Floor Plan: [ ] Attached [ ] Not Attached
Water Supply: [ ] Public [ ] Private (well) Wastewater: [ ] Public Sewer [ ] On-Site Wastewater (septic)
Is there a Scheduled Trash Pick-up? [ ] Yes [ ] No
On-site Parking? [ ] Yes [ ] No How Many Parking Spaces? [ ]

I (we) hereby agree that the Short-Term Rental Dwelling will have and maintain (Please check all):

- [ ] Code compliant egress from all habitable spaces & associated bedrooms
[ ] Functioning Smoke and Carbon Monoxide Alarms as required by Uniform Code

- Fire extinguisher in proximity of the kitchen
- House address numbers clearly visible from the public right-of-way
- Egress doors and passageways which are operational and free and clear of obstructions
  
- Electrical systems which are serviceable with no visual defects and free from unsafe conditions
- Furnaces, and/or solid fuel burning appliances properly installed and adequately vented
- No open building permits
- No existing Zoning or Building Code violations
- Refuse/garbage properly disposed of within approved and adequate containers
- Adequate Town Code compliant off-street parking for the dwelling unit
- The dwelling as a Single-Family Dwelling and will not rent individual rooms/areas within the dwelling
- A functioning on-site wastewater system sized properly for the number of bedrooms and guests utilizing the dwelling (if applicable)



**PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER(S) SIGNATURE**



- I certify that this information is accurate to the best of my knowledge, and that I have the legal authority to apply for this permit.
- I have read the Town of Seneca Falls Short-Term rental Ordinance and agree to abide by its terms and conditions.
- I understand that his short-term rental Permit cannot be transferred to another owner upon sale or transfer of the property without re-application by the new owner.
- Short-Term rental Permits in good standing that are renewed on or prior to January 1<sup>st</sup> will maintain their standing. If a permit is not renewed by January 1<sup>st</sup>, it is considered to be suspended until such time the renewal process is complete.
- The undersigned represents and agrees as a condition to the issuance of this permit that the Short-Term Rental will be operated in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and any plans and specifications annexed hereto.

\_\_\_\_\_

**Print Property Owner's Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Property Owner**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Print Applicant's Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

**Date**

*FOR OFFICE USE ONLY*

**Permit Application Approved?  YES  NO**

\_\_\_\_\_

**Zoning & Code Enforcement Officer**

\_\_\_\_\_

**Date**