



ZONING & CODE ENFORCEMENT DEPARTMENT

Short-Term Rentals

Renewal or Update to Existing STR

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking to update the status of a Short-term Rental (STR) which has been permitted in accordance with Section §300-45 of the Town Code. The applicant is responsible for complying with established rules and procedures which are available for inspection from the Code Enforcement Officer.

SUBMIT THE COMPLETED APPLICATION TO THE ZONING OFFICER. PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF SENECA FALLS.

Check One: STR Annual Renewal (\$500/yr.) Update to Existing STR Permit No Changes Discontinue Use of STR

Check #: _____ Rec'd Date: _____ Rec'd By: _____ Cash Current Permit # on File: _____

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

Applicant: _____ Corporation Name: _____
 Street Address: _____ City: _____ Zip: _____
 Phone: (____) _____ - _____ Fax: (____) _____ - _____ E-mail: _____
 Owner: _____ Corporation Name: _____
 Street Address: _____ City: _____ Zip: _____
 Phone: (____) _____ - _____ Fax: (____) _____ - _____ E-mail: _____

****INSTRUCTIONS: ALL ANNUAL RENEWALS shall complete sections 1-5, remit annual fee and sign application. ALL UPDATES to an existing STR status shall complete section 1 & 2, and all other applicable fields. FOR DISCONTINUED STR'S, complete section 1, 2, and 6.**

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? _____

6. DISCONTINUE USING PROPERTY AS A SHORT-TERM RENTAL:

This property will no longer be used as a short-term rental vacation property effective: _____.

Reason: _____

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)

- 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 1st will maintain their standing. If a permit is not renewed by January 1st, 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

Zoning & Code Enforcement Officer

Date