

SHORT-TERM RENTAL APPLICATION

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking approval for a Short-Term Rental (STR) in accordance with Local Law #3 of 2024. The applicant is responsible for complying with established rules and procedures which are available for inspection from the Code Enforcement Officer.

PLEASE SUBMIT THE COMPLETED APPLICATION WITH PAYMENT TO THE TOWN CLERK. PLEASE MAKE CHECKS PAYABLE TO THE **TOWN OF SENECA**.

STR Annual Fee: \$200.00

Payment: Cash Check # _____ Credit Card: _____
Date Rec'd: _____ Rec'd By: _____ Permit #: _____

APPLICANT INFORMATION

Applicant Name: _____ Corporation Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ E-mail: _____

SHORT-TERM RENTAL PROPERTY INFORMATION

STR Property Address: _____
Tax Map I.D. #: _____ Zoning District: _____ # of Bedrooms: _____ Max. # of Guests _____
Floor Plan: Attached Not Attached **Site Plan:** Attached Not Attached
Water Supply: Public Private (well) **Wastewater:** Public Sewer On-Site Wastewater (septic)
Is there a scheduled Trash Pickup? Yes No **How many parking spaces? :** _____

PROPERTY MANAGEMENT COMPANY/AGENT (if applicable)

Contact Person/Agent: _____ Company Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ E-mail: _____

24-HOUR CONTACT INFORMATION

Name: _____ Phone: _____
Name: _____ Phone: _____

AGREEMENT

I/We hereby agree that the Short-Term Rental Dwelling will have and maintain the following:

- Code compliant egresses from all habitable spaces and associated bedrooms.
- Functioning smoke and carbon monoxide alarms as required by Uniform Code.
- Fire extinguisher in proximity to the kitchen and one on each floor.
- Houses 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 or furnaces, and/or solid fuel burning appliances properly installed and adequately vented.
- No existing Zoning or Building Code Violations.
- Refuse/garbage properly disposed of within approved and adequate containers and provide plan of disposal to the town.
- 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 Short-Term rental Law and agree to abide by its terms and conditions.
- I understand that this 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 Local 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 Owner's Agent Name

Date

Signature of Owner's Agent

Date

FOR OFFICE USE ONLY:

Permit Application Approved? Yes No

Jerry Hoover, Zoning & Code Enforcement Officer

Date