

# Short-Term Rental Permit Application

Office of Zoning & Building Inspection ♦ PO Box 426, 111 Elm Street, Penn Yan, NY 14527 ♦ 315-536-6397



A short-term rental (STR) permit is required for a property used as a short-term rental, minimally defined as sleeping rooms with a bathroom facility, offered for compensation for periods of less than 30 consecutive days per occurrence. Each property or parcel that is used for a short-term rental must receive a special use permit from the Planning Board. A revocable STR permit is valid for one year and must be renewed prior to its expiration. STR permits expired for more than three (3) months will pay the initial permit fee when renewing. A short-term permit is not transferrable to a new owner. Short-Term Rental Permit Application [Fee Schedule](#).

	<b>Permit Fee</b>
Owners (51%+) who are residents of the Village of Penn Yan .....	\$ 500.00
Owners (51%+) who are residents of Yates County .....	\$ 1,500.00
Owners, all other.....	\$ 2,500.00

Provide a completed application, fee and supplemental information at the time of submittal, per [§ 202-20.16](#).

**Address of Rental:** \_\_\_\_\_ **Tax Map ID:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner by Entity** – provide the underlying document creating the entity. It must specify the ownership interests and the physical address of the specific people who are a part of that entity.

**Entity Name:** \_\_\_\_\_

Managing Member: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Owner by Individual People** – provide names of all owners of property.

**Owner Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ % Of Ownership: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ % Of Ownership: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ % Of Ownership: \_\_\_\_\_

**Property Management** – must be authorized to act as the agent to remedy any violations per [§202-20.16](#).

**Manager Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Required Support Documentation**

- Current deed showing ownership of property proposed for short term rental.
- In the event ownership is by other than individual, include a copy of the document creating the ownership entity showing the interest of each individual in ownership.
- Evidence of property insurance and/or certificate of liability insurance for rental property.
- Non-refundable fee, visit fee schedule.
- Application for site plan and special use permit with the following support documentation.
  - Fee
  - Short Environmental Assessment Form (SEQR)
  - Site plan as described on application checklist
- Floor plan – accurate, drawn to scale floor plan that includes every floor of the structure.
  - Basement, include all rooms, windows, exits, bedrooms and utilities.
  - First and second floors, include all rooms, windows, exits, bedrooms and heating/cooling units.
  - Attic, if any, include all rooms, exits, windows, bedrooms and heating/cooling units.

**Acknowledgement of Standards** – checking the following items and signing below affirms that the proposed short-term rental will comply with all listed items.

- Every short-term rental operator shall apply for and procure a Special Use Permit and site plan approval from the Village Planning Board.

- Short-term rental permits are renewed annually and are revocable.
- Permission for property inspection by Code Enforcement Officer.
- Short-term rentals must comply with the Code of the Village of Penn Yan and the New York State Uniform Fire Prevention and Building Code at all times.
- Operators are required to present renters prior to occupancy with a policy statement that contains:
  - Maximum facility occupancy and on-site parking.
  - Parking is not permitted on the street or unpaved yard.
  - Emergency contact is by 911.
  - Good neighbor statement:
    - Renters should be conscious of residents in neighboring homes
    - Vehicular traffic should not be greater than normally expected in the neighborhood.
    - No excessive music or other noise, fumes, glare or vibrations generated during use.
    - Outdoor events are to be held between the hours of 10 a.m. and 10 p.m. and be a one-day occurrence.
    - Activities shall be in compliance with noise regulations.
- Property owner, agent or applicant has not had a short-term rental permit revoked in any jurisdiction.
- Exterior advertising on property is prohibited.
- The property manager is available 24 hours a day, every day and is within 30 miles of the Village of Penn Yan and is authorized by the property owner to act as their agent. Manager contact information is provided to renters.
- A current copy of the short-term rental permit is prominently posted in close proximity to the main entrance to the unit along with a copy of the Certificate of Authority to Collect Occupancy Tax.
- Provide the Penn Yan Fire Department a current copy of the short-term rental permit and floor plan.
- Notify the Office of Zoning & Building Inspection of any changes in the short-term rental status.
- Display the short-term rental permit number conspicuously in all advertisements.

The undersigned, property owners(s), and agent thereof, if any agree to comply in accordance with the Acknowledgement of Standards listed above, Code of the Village of Penn Yan and NYS Uniform Fire Prevention and Building Code. Affirming that the supplied information for this Short-term rental application is accurate.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

----- ↓ OFFICE USE ↓ -----

Address of Rental \_\_\_\_\_ Tax Map ID: \_\_\_\_\_

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_