



Town of South Bristol
Code Enforcement Office
6500 West Gannett Hill Road
Naples, NY 14512
585.374.6341

Planning Board Application # _____ **STR Operating Permit #** _____

Short-Term Rental Permit Application

Rental Property Address _____

Tax Map # _____ Zoning District _____

Owner's Name _____

Advertising websites and listing identifiers: _____

Local contact shall be responsible and authorized, to act on the owners' behalf to promptly remedy any violation of the standards outlined in Short-Term Rentals Section 170-71 and Noise Ordinance Section 113.

Local Contact Name _____

Mailing Address _____

Telephone # _____ Email _____

Permit Requirements:

1. Recorded vesting deed showing how title to subject property is currently held
2. Proof of manager for LLC, Family Trust, Incorporated, etc.
3. Evidence of current property insurance
4. Certification of liability insurance indicating premises is rated as a short-term rental
5. Third party property safety electrical inspection (Approved electrical inspectors on Town website under Town Government/Code Enforcement)
6. COVID-19 CDC & NYS guidelines/cleaning protocols followed and posted on premises
7. Current rental contract defining your policies including:
 - Maximum occupancy (two per bedroom), maximum on-site parking spaces and good neighbor statement
8. Unit rental period:
 - Year-round or seasonal and minimum and maximum days stay
9. Wastewater treatment system:
 - Current complete inspection report with system size rating, number of bedrooms
10. Accurate site/floor plan of the property measuring at least 8.5 inch by 11 inch certified by the applicant showing the following:
 - Location of buildings and number of parking spaces
 - Basement, first floor, second floor and attic to include house utilities, identification of all rooms including bedrooms, windows and exits, and heating/cooling units
 - Emergency evacuation plan for each bedroom (evacuation route in red)
11. Permit fee (Fee schedule on Town website under Town Government/Code Enforcement)
12. A Statement of Compliance is required to be completed within 30 days after a short-term rental operating permit has been issued

Code Enforcement Officer Property Inspection Requirements:

1. Alternative means of egress
2. At least one functioning smoke detector in each bedroom and one smoke/carbon monoxide detector on each floor within 10 to 15 feet from bedrooms
3. Emergency evacuation procedures posted in each bedroom
4. ABC fire extinguishers on each floor and in the kitchen
5. House number visible from the road
6. Egress – exterior doors are operational and all passageways are clear and unobstructed
7. Electrical systems are serviceable with no visual defects or unsafe conditions
8. Fireplaces, furnaces and other fuel burning appliances vented and properly installed
9. Garbage secured in containers and placed where they are not clearly visible
10. All permits posted near the front door (includes short-term rental permit once issued)

Acknowledgement

I hereby acknowledge the present and ongoing compliance with the Short-Term Rental standards as defined in Section 170-71 and Noise Ordinance Section 113 including, but not limited to, the demonstration of adequate off-road parking spaces for the dwelling unit with the short-term rental.

Applicant Print Name

Applicant Signature

Date

Short-term rental application received for review: _____

Short-term rental application accepted: _____

Property inspection completed: _____

Planning Board preliminary plan review: _____

Planning Board final plan review/public hearing: _____

Planning Board approved or denied plan: _____

Conditions: _____

Short-term rental permit issued: _____

Statement of compliance received: _____

Complaint(s): _____

Permit suspended: _____

Reason: _____

Permit revoked: _____

Reason: _____

Property Owner's

By signing this application, you are confirming that you have read, understand, have met, and will continue to comply with the Short-Term Rentals local law Section 170-71, Noise Ordinance Section 113 and that none of the owners have had a short-term rental permit revoked within the previous year. You are also giving permission for a property inspection by the Code Enforcement Officer.

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

All Tenants and/or Residents of the Dwelling Unit

By signing this application, you are confirming that you have read, understand, have met, and will continue to comply with the Short-Term Rentals local law Section 170-71 and Noise Ordinance Section 113. You are also giving permission for a property inspection by the Code Enforcement Officer.

Tenant/Resident _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Tenant/Resident _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Tenant/Resident _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Tenant/Resident _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Tenant/Resident _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Tenant/Resident _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

Resolution 71-2014
Enforcement of Zoning Administration and Enforcement
of Fees, Charges, and Related Expenses

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-95 (a) it is the direction of this governing board pursuant to Town Zoning Code Rules and Regulations that any and all fees, charges and other related expenses that are incurred for application of zoning permits, special use permits, variances, appeals, site plan approval, certificate of compliance, certificate of non-conformity and amendments to expenses incurred by the Town of South Bristol in the process and review of such applications by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol.

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-96 Consulting Fees it is the direction of this governing Board pursuant to Town Zoning Code Rules and Regulations that by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol shall have the right to determine whether to consult with professional outside consultants.

Whereas, exercising compliancy with the Town of South Bristol Zoning Code as reflected in the Town Zoning Code, the Town will bill all applicants for said fees, charges and other related expenses. The applicant shall pay as required all bills as rendered within 10 days.

Resolved, that all applicants are to sign an acknowledgement of receipt of this Resolution, acknowledging their acceptance of these terms.

Therefore, be it resolved, that the Code Enforcement Office is hereby directed to provide a copy of this Resolution to all applicable parties.

Applicant's Signature

Date