



BRIAN RODGERS
Zoning Officer
Supervising Code
Enforcement Officer

City of Clifton

ZONING DEPARTMENT
900 CLIFTON AVENUE
CLIFTON, NEW JERSEY 07013

Application Short Term Rental

Tel: (973) 470-5808

Cliftonnj.org

A. SHORT TERM RENTAL PROPERTY LOCATION:

Street Address: _____
Block/Lot/Subdivision: _____
Dwelling Classification: _____

B. SHORT TERM RENTAL PROPERTY OWNER

Owner Name(s): _____
Mailing Address: _____
(Must be physical street address; **NO P.O. Box accepted**)
City, State, Zip: _____
Primary Phone: _____ Cell Phone: _____
Email Address: _____

*IF Owner is an LLC, Corporation or Partnership,
The following information **MUST** be included:

	Name	Street Address (No PO Box)	City, State Zip	Phone Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

C. RESPONSIBLE PARTY: *

Primary Contact Name: * _____
Mailing Address: _____
(Must be physical street address; NO P.O. Box accepted)
City, State, Zip: _____
Primary Phone: _____ Cell Phone: _____
Email Address: _____
(Phone and E-Mail must be answered twenty-four hours a day, Seven days a week)

***Must be individual designated and authorized by property owner to act on behalf if owner, responsible for all aspects of the STR and tenants conduct, and accept service of process on behalf of owner.**

ANNUAL REGISTRATION FEE: \$500.00 (NON-REFUNDABLE) – Payable to Clifton Zoning Dept
FIRE DEPARTMENT ANNUAL INSPECTION FEE: \$75.00 (NON-REFUNDABLE) – Payable to Clifton Fire Dept

- Payable to the City of Clifton by check or money order

REGISTRATION CERTIFICATE

Pursuant to the City of Clifton Ordinance No. 087-26

I hereby certify that all of the above information which I provided in completing this STR Permit and is true and accurate.

Owner name printed Legibly: _____

Relationship to STR Property: _____

Signature of Property Owner or STR Property Agent

Date

ACKNOWLEDGEMENT

By signing in the space below, the property Owner is (**SHORT TERM RENTAL**) STR Property Rental Agent hereby certifies, Affirms and acknowledges that he/she has read all of the information in this STR application package, is fully familiar with, and understands all requirements and property owner obligations set forth In the City of Clifton STR Ordinance, and agrees to comply with all responsibilities as outlined below, and as required by all applicable law in the City of Clifton:

- 1.** The phone number for the Responsible Party will be answered twenty-four (24) Hours a day, Seven (7) days a week, by a party with authority to address of coordinate problems associated with the STR dwelling unit. I understand that the Responsible Party is always the first number that the City will call regarding complaints;
- 2.** The responsible party resides within the local area, and is able to respond in person to Complaints or emergencies within one (1) hour and correct violations within a reasonable Amount of time;
- 3.** The number of legal, onsite parking spaces available to the STR premises (Consisting of legal Off-street & adjacent on-street parking) is: _____ ;
- 4.** The address number of the STR residence is displayed and clearly visible, legible, and Contrasting, from the street or private way on which the STR Property fronts;
- 5.** The owner or Owner's STR Agent and responsible Party agrees to make every effort to avoid And/or mitigate issues with on street parking in the neighborhood in which the STR is located Resulting from the STR, in order to avoid a shortage of parking for the residents in the surrounding neighborhood;
- 6.** I agree that my property will not be rented as a STR to anyone younger than twenty-one (21) Years of age. I further agree that the primary occupant of any STR of my property, executing the STR agreement between myself and the STR occupant, will be over the age of twenty-one (21), and will be the party who will actually occupy the property during the term of the short-term rental. I understand that the primary occupant may have guests under the age of twenty-one (21) who may share and occupy the property with them;
- 7.** All STR occupants will be informed by the Responsible Party of applicable City laws concerning And regulating the STR, including but not limited to noise, vehicle parking, household garbage, And common area usage issues arising as a result of the STR;
- 8.** I will not advertise the STR on any web-based listing site or list the property as a STR with a Realto, prior to obtaining a STR permit and CCO properly issued by the City of Clifton, Further, I Agree that I will include the STR Permit number issued by the City on each and every web-based listing as a STR, in a conspicuous place on the ad (*Preferably the top of the page*) so that said permit number is visible and able to be easily identified;

9. I understand that any misuse of STR rights granted by the City in connection with the issuance of the STR permit, or the filing of multiple complaints pertaining to STR with the City of Clifton or the City's Police Department may subject me to possible revocation of this permit. And / or issuance of the fines or penalties;
10. I certify that there have been no prior revocations or suspensions of the STR permit or any city issued Certificate of Occupancy for the same property which is the subject of this STR permit.
11. Zoning/Housing STRP annual application/registration fee is \$500.00 - **(NON-REFUNDABLE)**
12. Fire Department STRP annual smoke detector & carbon monoxide inspection: \$ 75.00 **(NON-REFUNDABLE)**

I hereby certify that the statements made in this Application and acknowledgement are true and accurate, to the best of my knowledge. I understand that any false statements or information provided by me herein, or the violation of any of the above terms or provisions of the STR Ordinance, are grounds for denial if this application, revocation of the STR Permit and issuance of fines or penalties by the City of Clifton. I further certify, affirm and acknowledge that I will adhere to all STR Permit conditions and regulations, as required by the applicable STR Ordinance of the City of Clifton. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment, including but not limited to criminal penalties pursuant to N.J.S.A 2C;28-3.

Applicant Name: _____ Date: _____
PLEASE PRINT

Applicant Signature: _____
PLEASE SIGN

THIS SECTION TO BE COMPLETED BY THE CITY CODE ENFORCEMENT STAFF

- | | | | |
|---|------------------------------|-----------------------------|----------|
| • <i>Copy of Valid current state identification:</i> | ☐ Yes | ☐ No | |
| • <i>Acknowledgement signed:</i> | ☐ Yes | ☐ No | |
| • <i>Short Term rental Property is a permitted use:</i> | ☐ Yes | ☐ No | |
| • <i>Copy of Proof of ownership</i> | ☐ Yes | ☐ No | |
| • <i>Copy of liability of insurance</i> | ☐ Yes | ☐ No | |
| • <i>Application / Registration fee collected</i> | ☐ Yes | ☐ No | \$500.00 |

- *Completed and reviewed by: Staff initials* Staff Initials: _____ Date: _____

Rejected ☐

Under Review ☐

Approved ☐

Continues Certificate of Occupancy (CCO) Issued: ☐ Yes ☐ No

STR Permit #: _____

Date Permit and CCO Issued: _____

Expiration Date: _____

(ALL FEES ARE NON-REFUNDABLE)