

Village of Dundee

Application for a Short-Term Rental Permit

(New Applications Submit with Fee of \$200.00 & Renewal Applications submit \$75.00)

Rental Property Address: _____

Tax Map Number: _____ Zoning District: _____

Owner(s) Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

PERMIT APPLICATION REQUIREMENTS (must be submitted with application):

- _____ 1. Deed showing how title to the property is held
- _____ 2. Proof of paid property taxes
- _____ 3. Proof of paid Utility charges
- _____ 4. Evidence of Property Insurance
- _____ 5. Certificate of Liability Insurance
- _____ 6. Certificate of Authority to collect Yates County Occupancy Tax
- _____ 7. Rental contract defining your policies showing max occupancy, max on-site parking & good neighbor Statement
- _____ 8. Site plan of the property, drawn to scale, showing the location of buildings, parking, all floors/rooms including utilities, windows and exits.
- _____ 9. Property Manager contact information and agreement

INSPECTION:

- _____ 1. Alternative means of egress
- _____ 2. At least one functioning smoke/carbon monoxide detector in each sleeping room and each floor
- _____ 3. Emergency evacuation procedures posted in each sleeping room
- _____ 4. ABC fire extinguishers on each floor and in the kitchen
- _____ 5. House number visible from the street/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. All Permits posted near the front door (include Short-Term Rental Permit once issued)
- _____ 10. Garbage secured in containers and placed where they are not clearly visible
- _____ 11. Will the applicant be requesting an Off-Street Parking Waiver? YES: _____ NO: _____

Code Enforcement Signature

Date

PROPERTY OWNER INFORMATION
(include additional sheets if necessary)

By signing this application, you acknowledge compliance with Village Short-Term Rental Facility Standards and regulations. You are confirming that you have read and understand Local Law 2 of 2026, have met and will continue to comply with the standards outlined in the Village of Dundee Codebook, as well as all applicable local, state and federal laws and regulations. You are stating 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.

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

PROPERTY MANAGER INFORMATION

Name: _____

Address: _____ Phone: _____

_____ Email: _____

I hereby certify that I am responsible and authorized, to act on the owner's behalf to promptly remedy any violation of applicable regulations, the permit conditions or violations of other applicable local, state or federal laws or regulations for _____(address)

*Signature: _____ Date: _____

(Attach Agreement)