

Village of Fair Haven

Short-Term Rental Permit Application

Detailed below is a list of documentation to be included with the STR Permit Application. For additional information, call the Village of Fair Haven office at 315-947-5112 ext. 2 or visit the office located at 14523 Cayuga St. Fair Haven NY 13064.

- **Application** – Please complete all sections of the Short-Term Rental Permit Application as outlined in Section 1: 1) Property Owner Information; 2) Primary Representative/Contact Information; 3) Short-Term Rental Property Information; 4) Confirmation of Short-Term Rental requirements and standards.
- **Property Deed** – A copy of the vesting deed or a similar document showing how title to the proposed Short-Term Rental property is held is required. Included should be the names, addresses, telephone numbers and e-mail addresses of all the people associated with the Short-Term Rental property.
- **Floor Plan** – A floor plan drawing(s) of the proposed Short-Term Rental Property should be included with each permit application (not required to be professionally drawn). Please clearly identify all rooms within the dwelling along with fire exit routes, location of smoke detectors, carbon monoxide detectors, and fire extinguishers. Approximate dimensions of bedrooms should be indicated.
- **Proof of Insurance** – As provided via STR Platform or via homeowner's policy.
- **House Rules** – Short-Term Rental owners are required to establish, post, and implement written rules for the STR property with the intent of ensuring public health, safety, welfare, and good neighbor conduct. A copy of the House Rules must be included with the Short-Term Rental Permit application.
- **Self-Inspection Checklist** – Included with the Permit Application. This self-inspection checklist is to assist applicants in preparing for property inspection by the Code Enforcement Officer (or authorized agents). The checklist will be reviewed with the CEO. Applicants should coordinate all property inspections with the Village CEO.
- **Application & Inspection Fee** – A non-refundable application fee of \$50 is required with each STR Permit Application. Payment can be made via cash or check made payable to: Village of Fair Haven.

Please submit all STR permit application materials to the Village of Fair Haven Office or mail to the following Address: Village of Fair Haven, PO Box 614, Fair Haven NY 13064. After the STR application is complete, the property has successfully passed inspection, and the STR permit fee has been paid, STR permit issuance will be made within two weeks.

Please do not hesitate to contact the Village Office at 315-947-5112 ext. 2 with any questions.

(Office Use Only)					
	Application		Proof of Insurance		Application Fee
	Property Deed		House Rules		Inspection Passed
	Floor Plan		Self-Inspection Checklist		Permit Fee

Application #: STR ____ - ____
Date Received: ____/____/____
Amt. Paid: _____

Application for Short-Term Rental Permit

Property Owner's Contact Information:

Property Owner's Name: _____

Mailing & Physical Address: _____

Phone (Cell and/or Home): _____ Email: _____

Property Owner's Name: _____

Mailing & Physical Address: _____

Phone (Cell and/or Home): _____ Email: _____

**If there are additional owners to the names listed above, please provide their names and contact information on a separate sheet and attach to this Application.*

Primary Representative/Contact Person/Manager Information:

**The primary representative (owner or designated contact person) must be on call at all times to manage the rental, or respond to emergencies or complaints, during any period the rental is occupied.*

Name: _____

Mailing & Physical Address: _____

Phone (Cell and/or Home) _____ Email: _____

Short-Term Rental Property Information:

Physical Address (911 Location): _____ Tax Map #: _____

Zoning District: Central Business: ____ Residential: ____ Bayfront: ____ Ag/Res: ____ Acreage: ____

Dwelling Square Footage: ____ # of Bedrooms: ____ # of Full Baths: ____ # of ½ Baths: ____

Un-Hosted: ____ Hosted: ____ Typical Rental Period (ex. May – Nov) _____

Permitted Maximum Overnight Occupants: ____ Designated available off-street parking spaces: ____

For parcel information refer to Cayuga County Real Property Tax Services:
<https://www.cayugacounty.us/459/Real-Property-Services> or call 315-253-1270.

Short-Term Rental (STR): Self-Inspection Checklist

The checklist is intended to assist STR property owners in preparing for property inspection by the Code Enforcement Officer.

Applicant/Property Owner Name _____

STR Property Address _____

STR Property Name _____ Un-Hosted _____ Hosted _____

Number of Guest Bedrooms: _____ Number of Bathrooms: _____

Number of Stories: _____ Attached usable garage: Y _____ N _____

Number of Guest Off-Street Parking spaces: _____

General Information Acknowledgment:

The property owner must check or initial each line, confirming acknowledgement of each requirement below and verifying the property has been inspected and found to be in compliance.

OUTSIDE:

_____ Renter will be provided a parking diagram verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location in the short-term rental. The designated parking spaces, a minimum of two (2) off-street spaces will be available for use by renters.

_____ The STR rental is not an accessory dwelling unit (ADU).

_____ Address is posted and visible using a minimum 4" tall on a contrasting background.

_____ Deck, stair rails and guards are properly attached and capable of supporting imposed loads.

_____ Stairs, walkways and exits are unobstructed and shall always be maintained unobstructed.

_____ Windows are in good working order, stay open when opened and stay locked when closed.

_____ Trash containers are provided and are stored on the side or back of the house. Weekly trash removal service must be maintained by the owner.

_____ Will there be an STR sign on the property? If yes, refer to zoning code §150-18.

_____ Is there a shared driveway/right-of-way/easement on the property?

_____ Pool or spa present, it must have secure barriers, safe access (ladders/steps), anti-entrapment covers, accessible life-saving equipment, and posted guest safety rules.

_____ Fireplace or wood stove available for guest use-operating instructions and safety screen must be provided. If not permitted for guest use, the appliance must be disabled or clearly marked 'Not for Guest Use'.

INSIDE:

_____ The fire extinguisher (type 2A:10B:C is in plain view and must be certified with every inspection and re-inspection. An up-to-date fire extinguisher must be installed on each level of the dwelling.

_____ Fire safety plan shall be posted on each level of the property and shall include the following, at a minimum:

1) Floor plans identifying the location of all exits, including primary and alternative evacuation routes.

2) Name and phone number of primary emergency contact person (s) who may be reached at all hours.

3) Detailed location of all water, gas and electrical shut offs within the home.

_____ Smoke alarms are installed in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms. Smoke and Carbon Monoxide detectors are to be replaced every 10 years.

_____ Carbon monoxide detectors are installed on each level within 15 feet of sleeping rooms and replaced every 10 years.

_____ Stairs, walkways and exits are free of tripping hazards, are unobstructed and shall always be maintained unobstructed.

_____ Bathroom has a toilet, sink, and shower or bathtub and is clean and sanitary.

_____ Bathroom and kitchen electrical outlets are GFCI protected.

_____ Electrical system is in good repair, including electrical panel, receptacle outlets, and switches Lighting fixtures are in good repair, without exposed wiring, Electrical extension cords used for permanent wiring are not allowed. Power strips with surge protectors are allowed.

_____ Mechanical system (vent fans, heading, cooling and water heater) are operable and in good repair: dryer vent is clean and free of lint

_____ All areas of the interior are sanitary, in good condition and maintained in good repair.

Confirmation of Short-Term Rental Requirements

- I certify the Short Term Rental (STR) dwelling is not an accessory dwelling unit (ADU), multi-family dwelling or apartment building.
- I certify there are _____ approved on-site parking spaces available for the STR Guests.
- I certify that I have prepared an accurate **Floor Plan** for the Short-Term Rental dwelling and it is attached to this STR application.
- I certify that I have supplied the Short-Term Rental guests with written **House Rules** posted in a visible location inside the dwelling. I have also attached a copy to this STR application.
- I certify that the STR Permit will be posted inside the Short-Term Rental dwelling in a location visible upon entry, and such Permit will also be made available to adjacent property owners upon request.
- I certify that a suitable garbage collection plan is in place during rental periods that includes trash removal to accommodate maximum occupancy. Trash containers provided shall be in accordance with Village Code Chapter 85 Section 3 (a) Totes allowed. The totes may be put out curbside for emptying up to 24 hours before pick-up, and must be returned to storage, or a reasonable distance or location back off the street, within 24 hours after emptying.
- I certify that an E911 house number for the dwelling unit is visible from the street or road and will be maintained in accordance with E911 regulations (Minimum of 4" numbers and be visible from the street as required by the Fair Haven Fire Dept).
- I certify that I have completed the **Self- Inspection Checklist** and a copy is attached to this application.
- I certify that the Short-Term Rental owner will provide the Village of Fair Haven Code Enforcement Office with updated information any time changes are made to the Short-Term Rental property.

I, We, hereby certify that the above information and statements are true and correct to the best of my knowledge.

I, We, hereby acknowledge that failure to comply with the Short-Term Rental requirements may result in a citation, fine or suspension of the Short-Term Rental Permit.

I, We, hereby agree to grant permission to authorized agents of the Village of Fair Haven to enter the STR property (as scheduled) for the purpose of inspection, and agree to permit such inspection.

Owner's Name (Please Print)	Owner's Signature	Date

To Be Completed by the Village of Fair Haven Code Enforcement Office (Office Use Only)

Inspection: Passed: _____ Passed with Conditions: _____

Conditions: _____

Signature

Date

To Be Completed by the Village of Fair Haven Code Enforcement Office (Office Use Only)

Inspection: Denied: _____

Reason for denial: _____

Signature

Date

To Be Completed by the Village of Fair Haven Clerk's Office (Office Use Only)

SHORT TERM RENTAL PERMIT

Application Complete: _____ STR Permit Fee: _____ STR Permit No. Issued: _____

Signature

Date