

! IMPORTANT – This application does NOT contain all information you need to know and address as an applicant/manager of a Short-Term Rental Property in the Town of Canadice. **You are advised to thoroughly review Canadice Town Code Chapter 9Z, available online at www.canadicenyny.gov or at the Town Hall Building Department.**

Town of Canadice

Address of proposed short-term rental

- ✓ **All portions of this Application and Compliance Checklist are required and must be completed.**
- ✓ **Applications that fail to provide sufficient information shall be declined.**

Application fees*Renewal (only) applications need only submit pages 1 & 2 of this form.*

☐ **First time** application **\$150.00**
If approved, permit is valid for 2 years.

☐ **Renewal** application **\$100.00**
If approved, permit is valid for 2 years.

☐ **Re-inspection** **\$100.00**
Incomplete inspections will be charged for re-inspection.

ALL OWNERS OR DESIGNATED/AUTHORIZED AGENTS must be listed below **and sign** this application. Include additional sheets as necessary.

Property Owner

Mailing Address

City ST Zip
() ()
Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address

☐ Property Owner - or - ☐ Authorized Managing Agent (*if designated by Owner*)

Mailing Address

City ST Zip
() ()
Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address

☐ Property Owner - or - ☐ Authorized Managing Agent (*if designated by Owner*)

Mailing Address

City ST Zip
() ()
Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address

***Contact person:** ☐ Property Owner - or - ☐ Authorized Designee

Mailing Address

City ST Zip
() ()
Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address

By signing this application I/we attest that I/we:

1. ...have read and comprehend all requirements and standards contained in Town of Canadice Code Chapter 9Z and agree to fully comply with the same;
2. ...have included an accurate and suitable floor plan for each level of the dwelling that can be occupied;
3. ...have certified that the accompanying floor plan is an accurate facsimile of the dwelling;
4. ...have included a plot diagram demonstrating adequate off-road parking spaces;
5. ...agree, as a condition to the issuance of this permit, that said Short-Term Rental shall conform with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and all other applicable laws, codes, and regulations;
6. ...authorize the Town Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within Town and State Law;

Continued on next page...

APPLICATION FOR A

SHORT-TERM RENTAL

PERMIT

TOWN OF CANADICE

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7. ...confirm the present and ongoing compliance with the Town's Short-Term Rental Standards;
8. ...will limit lease periods to a maximum of 31 consecutive days;
9. ...certify that the Contact Person (the owner or the owners' designee) shall be responsible and authorized to act on the owners' behalf and shall promptly remedy any violation of the standards outlined in Town Law and shall respond to any correspondence or concern from the Town Code Enforcement Officer within 24 hours; and
10. ...attest that none of the owners of the subject property have had a Short-Term Rental Permit revoked within the previous year for any rental properties owned individually or together with others.

Signature(s) of ALL owners and their designated agents (if any)

_____/_____/_____
☐ Property Owner - OR - ☐ Authorized Agent (if designated) Date

_____/_____/_____
☐ Property Owner - OR - ☐ Authorized Agent (if designated) Date

_____/_____/_____
☐ Property Owner - OR - ☐ Authorized Agent (if designated) Date

_____/_____/_____
☐ Property Owner - OR - ☐ Authorized Agent (if designated) Date

_____/_____/_____
☐ Property Owner - OR - ☐ Authorized Agent (if designated) Date

_____/_____/_____
☐ Property Owner - OR - ☐ Authorized Agent (if designated) Date

OFFICE USE

\$ _____ / ____/
 Fee Paid Town Clerk's signature Date

Tax Map ID # _____ District: HLS / R / C

☐ Adjacent property owners have been notified of this application via: ☐ post card -or- ☐ email by _____ on ____/____/____

or ☐ Notification to neighbors *NOT APPLICABLE (renewal of initial permit)* CEO's initials Date

Application reviewed by _____ ☐ **NOT approved⁺** ☐ **APPROVED** for: ____/____/
 CEO's initials +Explain below Maximum Occupancy Maximum parking

Permit # _____

_____/_____/_____
 Code Enforcement Officer's signature Date

⁺ Explanation if disapproved:

SHORT-TERM RENTAL - PLOT DIAGRAM

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Instructions: Clearly and distinctly locate all buildings and parking area(s) plus their dimensions, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water, creeks, and/or shorelines. Indicate whether it is an interior or corner lot. Also indicating "North" is helpful. Use additional sheet(s) for detail if necessary.

The diagram is a large rectangle representing a plot of land. It includes the following labels and arrows:

- Top:** An upward-pointing arrow is centered above the text "Setback from rear line _____ ft.". To the left of the arrow is the text "Rear line _____ ft.".
- Bottom:** A downward-pointing arrow is centered below the text "Setback from front line _____ ft.". To the left of the arrow is the text "Frontage _____ ft.".
- Left:** A leftward-pointing arrow is centered to the left of the text "Setback from side line (A) _____ ft.".
- Right:** A rightward-pointing arrow is centered to the right of the text "Setback from side line (B) _____ ft.".

_____ Road

INSTRUCTIONS for Plot Diagram and Floor Plans:

Per Town Code Chapter 97, §97, 4.A.(6), the application shall ***include the following details as described below***. Use additional sheets as necessary.

(6) An accurate suitable floor plan for each level of the dwelling that can be occupied measuring at least 8.5 inch by 11 inch, drawn to scale and certified by the applicant. The floor plan does not need to be prepared by a professional, but must include the following:

- a. The location of buildings and required parking.
- b. Basement – location of house utilities and all rooms including bedrooms, windows, exits and any heating/cooling units.
- c. First floor – all rooms including bedrooms, windows, exits and any heating/cooling units.
- d. Second floor – all rooms including bedrooms, windows, exits and any heating/cooling units.
- e. Attic (if present) – all rooms including bedrooms, windows, exits and any heating/cooling units.

! Include and sign the following attestation *with each of these and all drawings*:

*I certify that the accompanying dwelling Plot Diagram and Floor Plans are **complete and accurate** representations of the property in this application.*

Applicant's signature

/ /
Date

COMPLIANCE CHECKLIST

TO BE COMPLETED BY THE APPLICANT TO [SUBMIT WITH THE APPLICATION](#),

Address of proposed short-term rental

Property owner

Check below as indicated whether the item “*Complies*” or “*Does NOT comply.*”



= Complies

or



= Does NOT comply

Make any important notations about issue(s) of deficiency/non-compliance at the end of this document.

A. Property Requirements

- ☐ ____ (1) Property must comply with and meet all current *NYS Uniform Building Codes*.
- ☐ ____ (2) There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
- ☐ ____ (3) Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke detecting or other alarm device.
- ☐ ____ (4) There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the permit holder(s) to ensure each contains a full charge. A record of the date inspected initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer upon request.
- ☐ ____ (5) The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
- ☐ ____ (6) Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- ☐ ____ (7) Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code Enforcement Officer during the permitting process. Any defects found shall be corrected prior to permit issuance.
- ☐ ____ (8) All fireplaces shall comply with all applicable laws and regulations.
- ☐ ____ (9) The property must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.
- ☐ ____ (10) Maximum occupancy for each Short-Term rental unit shall not exceed two (2) people per bedroom shown on the floor plan included with the application and two (2) people per minimum full size convertible sleeping accommodation furniture (i.e. futon, hide-a-bed) also identified on the floor plan. The maximum occupancy of a Short-Term rental Unit shall not exceed twelve (12) people, including permanent residents and renters.

- ☐ ____ (11) In the event that the property has a septic system, the maximum occupancy shall be defined by the capabilities of the septic system, but in no event shall overnight occupancy for any Short-Term Rental Unit exceed twelve (12) people total.
- ☐ ____ (12) A septic system at the property must meet all state requirements.
- ☐ ____ (13) The septic system must have been pumped within the past four years and proof of pumping and satisfactory inspection by a qualified septic disposal firm shall be available to the Code Enforcement Officer. Once a Short-Term Rental permit is issued, the septic system must be pumped at least once every four years.
- ☐ ____ (14) The water supply to the property must meet all State requirements.
- ☐ ____ (15) One sign identifying the Short-Term Rental shall be allowed measuring no more than six square feet on a side. The sign may be double-sided but not internally lighted. The location, design and dimensions of the sign shall be reviewed and approved by the Code Enforcement Officer prior to issuance of the permit. If signage is desired after a permit has been issued, the Short-Term Rental permit holder must submit a request for review and approval to the Code Enforcement Officer prior to installation. If the property has vehicular access on more than one road, there may be one sign fronting on each road.

B. Insurance Standards

- ☐ ____ All applicants and permit holders must provide "Evidence of Property Insurance" and a "Certificate of Liability Insurance" indicating the premises is rated as a Short-Term Rental and maintain such insurance throughout the Term of the Short-Term Rental permit.

(Garbage management)

- ☐ ____ **C.** Provisions shall be made for weekly garbage removal during rental periods.
- ☐ ____ Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors, and
- ☐ ____ placed where they are not clearly visible from the road except at approximate pick-up time.

D. Rental Contract

- All applicants and permit holders must have a rental contract, which includes the following:

- ☐ ____ (1) Maximum property occupancy **REQUESTING:** ____ number of allowable occupants;
- ☐ ____ (2) Maximum on-site parking provided **REQUESTING:** ____ number of allowable vehicles; and
- ☐ ____ (3) Good Neighbor Statement stating:
- ☐ ____ a. The Short-Term Rental is in a residential area in the Town of Canadice and that renters should be considerate of the residents in neighboring homes.

- ☐ _____ b. Guests are requested to observe quiet hours from 11:00 p.m. – 7:00 a.m.
- ☐ _____ c. All renters will be subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct.
- ☐ _____ d. Littering is illegal; and
- ☐ _____ e. Recreational campfires must be attended.

(Signage)

The following are *prominently displayed inside and near the front entrance* of the Short-Term Rental Property:

- ☐ _____ Short-Term Rental permit;
- ☐ _____ Maximum occupancy limit;
- ☐ _____ Maximum parking;
- ☐ _____ Contact form; and
- ☐ _____ Short-Term Rental Standards (§ 97-5.)



Signature of Owner/Agent

_____/_____/_____
Date**OFFICE USE ONLY**☐

PASS+

☐

FAIL*

_____/_____/_____
Date of CEO's inspection

+

Occupancy, Maximum (If approved)

+

Parking, Maximum on-site (If approved)

_____/_____/_____
Signature of Code Enforcement Officer_____/_____/_____
Date

* Notations regarding any issue(s) of deficiency/non-compliance: