

Short-Term Rental Permit Application

Office of Zoning & Building Inspection ♦ PO Box 426, 111 Elm Street, Penn Yan, NY 14527 ♦ 315-536-6397



A short-term rental (STR) permit is required for a property used as a short-term rental, minimally defined as sleeping rooms with a bathroom facility, offered for compensation for periods of less than 30 consecutive days per occurrence. Each property or parcel that is used for a short-term rental is required to obtain a special use permit from the Planning Board. A revocable STR permit is valid for one year and must be renewed prior to its expiration. STR permits expired for more than three (3) months will pay the initial permit fee when renewing. A short-term permit is not transferrable to a new owner. Short-Term Rental Permit Application [Fee Schedule](#).

Permit Fee

Owners (51%+) who are residents of the Village of Penn Yan	\$ 500.00
Owners (51%+) who are residents of Yates County	\$ 1,500.00
Owners, all other.....	\$ 2,500.00

Provide a completed application, fee and supplemental information at the time of submittal, per [§ 202-20.16](#).

Address of Rental: _____ **Tax Map ID:** _____

Applicant's Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Owner by Entity – provide the underlying document creating the entity. It must specify the ownership interests and the physical address of the specific people who are a part of that entity.

Entity Name: _____

Managing Member: _____

Mailing Address: _____

Phone Number: _____

Owner by Individual People – provide names of all owners of property.

Owner Name: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____ % Of Ownership: _____

Owner Name: _____
Mailing Address: _____
Physical Address: _____
Phone Number: _____ % Of Ownership: _____

Owner Name: _____
Mailing Address: _____
Physical Address: _____
Phone Number: _____ % Of Ownership: _____

Property Management – must be authorized to act as the agent to remedy any violations per [§202-20.16](#) and sign Acknowledgment of Responsibility.

Manager Name: _____
Mailing Address: _____
Physical Address: _____
Phone Number: _____
Email: _____

Required Support Documentation

- Current deed showing ownership of property proposed for short term rental.
- If the ownership is held by an entity other than an individual (such as partnership or LLC), please include a copy of the legal document establishing the entity.
- Liability insurance indicating that the premises is rated as a short-term rental.
- Non-refundable fee, visit fee schedule.
- Application for site plan and special use permit with the following support documentation.
 - Fee
 - Short Environmental Assessment Form (SEQR)
 - Site plan as described on application checklist
- Floor plan – accurate, drawn to scale floor plan that includes every floor of the structure.
 - Basement, include all rooms, windows, exits, bedrooms and utilities.
 - First and second floors, include all rooms, windows, exits, bedrooms and heating/cooling units.
 - Attic, if any, include all rooms, exits, windows, bedrooms and heating/cooling units.

Acknowledgement of Standards – By reviewing the items listed below and signing this document, I confirm that the proposed short-term rental will meet and follow all listed requirements.

- ☐ Every short-term rental operator shall apply for and procure a Special Use Permit and site plan approval from the Village Planning Board.
- ☐ Short-term rental permits are renewed annually and are revocable.
- ☐ Permission for property inspection by Code Enforcement Officer.

- The undersigned, property owners(s) and agent thereof, if any agree to comply in accordance with the Acknowledgement of Standards listed above, Code of the Village of Penn Yan and NYS Uniform Fire Prevention and Building Code. Affirming that the supplied information for this short-term rental application is accurate and that the property manager is an authorized representative to take action as required to comply with the provisions of §202-20.16.

Signature: _____ Date _____

Signature: _____ Date _____

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