

APPLICATION FOR A

SHORT-TERM RENTAL**PERMIT****TOWN OF DUNKIRK**

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! 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 Dunkirk. You are advised to thoroughly review **TOWN OF DUNKIRK LOCAL LAW 1 of 2023** which is available online at www.dunkirkny.org or at the Town Hall.

_____ Address of proposed short-term rental THE TWO BOXES IMMEDIATELY BELOW ARE TO BE CHECKED ONLY IF THIS IS A FIRST TIME APPLICATION... AND IF COMMITMENTS WERE MADE PRIOR TO THE ENACTMENT DATE (7-13-23) OF THIS TOWN LAW: ☐ Current or future short-term rental commitment(s) were made PRIOR TO ENACTMENT OF THIS LAW - AND - ☐ Such prior term date commitments are described and verified in additional attachment(s)	☐ First time application _____ \$500.00 fee If approved, permit is valid for 1 year. - or - _____ ☐ Renewal application _____ \$150.00 fee If approved, permit is valid for 1 year. - or - _____ ☐ Re-inspection _____ \$150.00 fee
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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 (<u>if one is designated by Owner</u>) _____ Mailing Address _____ City ST Zip () - () - Phone (Ext.) Optional 2nd phone (Ext.) _____ E-mail address
☐ Property Owner - OR - ☐ Authorized Managing Agent (<u>if one is designated by Owner</u>) _____ Mailing Address _____ City ST Zip () - () - Phone (Ext.) Optional 2nd phone (Ext.) _____ E-mail address	*Contact person is ☐ Property Owner - OR - ☐ Owners' authorized designee _____ Mailing Address _____ City ST Zip () - () - Phone (Ext.) Optional 2nd phone (Ext.) _____ E-mail address

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

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

1. ...have read and comprehend all requirements and standards contained in Town of Dunkirk Local Law 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;

Continued on next page...

Submit this signed application and applicable fee (check payable to the Town of Dunkirk or exact cash amount, please) to
Code Enforcement Officer, Town of Dunkirk, 4737 Willow Rd, Dunkirk, NY 14048.

05/10/2022

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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;
7. ...will limit lease periods to a maximum of 31 consecutive days;
8. ...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
9. ...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 or their designated agents

_____/_____/_____
☐ 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

OFFICIAL USE ONLY

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

Tax Map ID # _____ District: **EXCLUDING R-1**

☐ Adjacent property owners have been notified of this application via: ☐ letter -or- ☐ email _____ on _____
 CEO's initials Date

Application reviewed by _____ ☐ **NOT approved⁺** ☐ **APPROVED**
 CEO's initials **+Explain below** 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.

A large rectangular box representing a plot of land. The box is empty, intended for a hand-drawn plot diagram. Surrounding the box are labels for setbacks and dimensions, each with a corresponding arrow pointing to the respective side of the plot.

Rear line _____ ft.

Setback from rear line _____ ft.

Setback from side line (A) _____ ft.

Setback from side line (B) _____ ft.

Frontage _____ ft.

Setback from front line _____ ft.

_____ Road

Submit this form with your application and fee to
Code Enforcement Officer, Town of Dunkirk, 4737 Willow Rd, Dunkirk, NY 14048

SHORT-TERM RENTAL - FLOOR PLANS

INSTRUCTIONS:

This application shall ***include the following details as described below***. Use additional sheets as necessary.

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.

Signature of Applicant

____/____/____
Date