

TOWN OF POMPEY
SHORT TERM RENTAL APPLICATION

DATE SUBMITTED: _____

APPLICATION FEE: _____

DATE PAID: _____

DATE ACTED ON: _____ **APPROVED:** _____ **DENIED:** _____

APPLICANT:

NAME:

ADDRESS:

TELEPHONE:

EMAIL: _____

LOCAL EMERGENCY CONTACT:

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

1. Date: _____
2. Address of Short-Term Rental: _____
3. Property Owner: _____ Phone: _____
Address: _____ E-mail: _____

4. Rental Operator: _____ Phone: _____
5. Number of bedrooms in rental unit: _____
6. Is off-street parking available for the rental unit? Yes No
7. Number of off-street parking spaces for rental unit: _____
8. Is there a dumpster located on the property? Yes No _____

If no, indicate the means by which garbage will be removed from the property:

9. Please indicate the manner in which lawn maintenance, snow removal, and repairs to the rental unit will be maintained during the permit period: _____

Certification / Authorization

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the terms and conditions of said approval.

Signature: _____

Date: _____

**THE UNDERSIGNED HEREBY CONSENTS TO ALLOW REPRESENTATIVES OF
THE TOWN OF POMPEY TO GO ON OR ABOUT THE SUBJECT PROPERTY FOR
THE PURPOSES OF INSPECTION IN CONNECTION WITH THIS APPLICATION.**

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

ATTACH ADDITIONAL DOCUMENTS INCLUDING:

- ☐ COPY OF VESTED DEED OR PROOF OF OWNERSHIP
- ☐ SITE PLAN OF PROPERTY indicating location of Parking Spaces for the Rental Unit and the location of a dumpster, if there is one.
- ☐ COPY OF CURRENT SURVEY
- ☐ PROOF OF INSURANCE COVERAGE
- ☐ COPY OF HOUSE RULES or PROPOSED LEASE FORM

***** For office use only *****

Approved _____ Denied _____

Signature: _____ Date: _____

Printed name: _____ Title: _____

Code Enforcement Office, 8354 U.S. Route 20, Manlius, NY 13104, (315) 682-1170

<https://www.townofpompey.org/>

codes@townofpompey.org