



**VILLAGE OF HAMBURG**  
**Short Term Rental**  
**Certificate of Registration Application**

New - \$250  
Renewal - \$150

**Short-Term Rental Address:**

\_\_\_\_\_, HAMBURG, NY 14075

**Proposed Start Date of Short-Term Rental Use:** \_\_\_\_\_ CHECK HERE FOR RENEWAL [ ]

**Owner/Applicant Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Additional Owner Information (if any):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact Information for Property Manager (Must be available 24/7):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

CHECK HERE IF 24/7 CONTACT IS SAME AS OWNER/APPLICANT [ ]

**Additional Contact Information for Property Manager (Must be available 24/7), if any:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Only completed applications will be accepted by the Clerk/Treasurer's office. The Owner/Applicant must initial in the spaces provided and attach the required documents prior to submitting the application.

**Required Documents/Acknowledgments:**

**Initial**

|                                                                                                                                                                           |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Site plan of property:                                                                                                                                                    | _____ |
| Floor plan of building delineating all bedrooms, baths, common areas, and kitchens:                                                                                       | _____ |
| Copies of any leases, contracts and/or agreements associated with the Short-Term Rental:                                                                                  | _____ |
| Copies of any permits, licenses, approvals, and certificate of occupancy required or related to the building, structure, and/or premises operated as a Short-Term Rental: | _____ |
| Copy of the rules and regulations associated with the tenant use of the Short-Term Rental:                                                                                | _____ |
| Copy of parking plan:                                                                                                                                                     | _____ |
| Smoke detectors and fire extinguisher locations meet or exceed NYS Fire Safety Code:                                                                                      | _____ |

**Additional Short-Term Rental Information**

- If any changes to contact information occur, the Owner/Applicant must contact the Clerk/Treasurer's Office to provide a written update to the Certificate of Registration.
- Short-Term Rental Certificate of Registrations are non-transferable.
- The Certificate of Registration must be prominently displayed in the Short-Term Rental.
- Tenant use rules and 24/7 contact info must be displayed inside the Short-Term Rental.
- All Short-Term Rental Certificate of Registrations expire on May 31<sup>st</sup> and must be renewed in order to continue to operate within the Village of Hamburg.
- Registration fee must be included with completed application upon submission.

I, the undersigned, hereby certify that all the information in this application is true and correct and that I am the owner of record of the Short-Term Rental listed in the above address. I hereby attest that I have read and understand the Village of Hamburg Short-Term Rental regulations as set out in Village of Hamburg Code of Ordinances Section 250.23.22. I further attest that I will specifically abide by the Short-Term Rental Standards as outlined in Section 250.23.22(G). Furthermore, I understand that if I am granted a certificate of registration that my certificate may be revoked for failure to comply with Section 250.23.22.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Owner/Applicant: \_\_\_\_\_

**SPECIAL USE PERMIT MAY BE REQUIRED IN ORDER TO APPLY** - The Village of Hamburg Zoning Code regulates the location of Short-Term Rentals within the Village limits. If your proposed Short-Term Rental is located in the following zoning districts you are only allowed to apply for a Short-Term Rental Certificate of Registration after first having obtained a special use permit: **TVR, LCR, MU-R, MU-I**. A separate Special Use Permit Application must be completed and filed.