



# Short-Term Rental Application

Town of Clarence, New York

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: Application \$100 \_\_\_\_\_ Renewal: \$50 \_\_\_\_\_

*Short-Term Rentals are **prohibited** in the Residential Single-Family and Planned Unit Residential Development Zones.*

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

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

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

Advertised Number of Beds/Guests: \_\_\_\_\_ / \_\_\_\_\_

### **Application Certification Checklist:**

### **Initial**

I certify that I am the owner of the property. \_\_\_\_\_

The smoke detectors and fire extinguisher locations meet the NYS Fire Safety Code. \_\_\_\_\_

The submitted floor and/or site plan indicates the location off-street parking and guest access points, and will be provided to the guests. \_\_\_\_\_

I can accommodate enough off-street parking for the number of guests I advertise. \_\_\_\_\_

Local emergency contact, operating license, guest access points, off-street parking accommodations and fire exit will be posted on the premises. \_\_\_\_\_

I will maintain weekly residential trash collection service. \_\_\_\_\_

The property is not a detached accessory building (other than an authorized accessory dwelling unit), vehicle (including a recreational vehicle or camper van), trailer, tent or mobile residential equipment (other than a mobile home). \_\_\_\_\_

The property number is visible from the street. \_\_\_\_\_

I have verified that my Home Owner Associations and/or Neighborhood Associations do not prohibit Short Term Rental. \_\_\_\_\_

### **Local Emergency Contact:**

*During the term that the Short-Term Rental is occupied, the following person must be available 24 hours a day 7 days a week and able to respond to an emergency on the property within one (1) hour.*

### **Required Contact:**

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Check the hosting platform(s) or website(s) on which the property will be advertised:

Airbnb \_\_ VRBO \_\_ HomeAway \_\_ TripAdvisor \_\_ FlipKey \_\_ Vacasa \_\_ Evolve \_\_

Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\* I have read and agree with the Short-Term Rental Regulations and accept the terms and conditions as outlined within this Short-Term Rental application.

\_\_\_\_\_  
Signature of Emergency Contact

\* I am aware that I am the local 24 hour emergency contact for this Short Term Rental property and am able to respond within one (1) hour to this property in case of an emergency. I also acknowledge that my contact information will be publically available.

**Additional Short-Term Rental Information:**

**Renewal**

The Short-Term Rental permit is valid for one (1) year from the date of issuance. The permit may be renewed for additional one (1) year periods upon receiving an updated application and the \$50 renewal fee.

**Permit Requirements**

This permit does not run with the property but has been issued to the property owner. The permit shall not be transferred or assigned to another individual, person, entity, or address. The permit does not authorize any person, other than the person named therein, to operate a short-term rental on the property.

**Good Neighbor Guidelines**

The Good Neighbor Guidelines were created to educate Short-Term Rental (STR) owners and tenants/guests on the importance of being a good neighbor. It is recommended that these guidelines are made available to short-term rental guests.

Town Use: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

I do certify that I have examined the foregoing application for the above short-term rental that the same are satisfactory and conform to Legal Law of the Town of Clarence: \_\_\_\_\_

Action: \_\_\_\_\_

Zoning Officer Signature

Conditions: \_\_\_\_\_

Receipt is hereby acknowledged of the sum of \$\_\_\_\_\_ being the permit fee established by the Town Board of the Town of Clarence and which permit is issued subject to the terms and conditions contained in the application and specifications therewith.

Town Clerk: \_\_\_\_\_

Date Issued: \_\_\_\_\_