|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2017** |  |  |  |  |  |  |
| **Short Term Rental Permit** |  |  | Application Fee: |  | $ 250.00 |  |
|  |  |  |  |  |  |  |
| **New Application** |  |  | Received By: |  |  |  |
|  |  |  |  |  |  |  |
| **The permit is valid for a period** |  |  | Date Received: |  |  |  |
| **of six (6) months** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Property Address: |  |
| Tax Map Number: |  |
| Property Owner’s Name: |  |
| Phone Number: |  |
| Email Address: |  |
| Mailing Address: |  |
|  |  |

Indicate six (6) month period for which permit is requested. Must provide dates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  |  | To: |  |

Emergency Contacts (not the designated local agent):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name |  | Phone Number |  | Email Address |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |

The following must be provided as attachments to this short term rental application:

* Non-refundable application fee
* Copy of the local agent & emergency contact (2 required) posting that will be placed in each dwelling unit on the premises.
* Copy of the letter sent to property owners within 200 feet of the rental property accompanied with a notarized list of property owners to which the letter was sent. The list must include tax map numbers. (Attachment A)
* Site plan drawings showing location of building on lot, property lines, off-street parking, driveway & trash storage facilities.
* Floor plan drawings showing room uses, approximate room dimensions doors & windows for each floor that is to be used as a short term rental.
* Oneonta Police Department Certification Form (Attachment B)
* Local Agent Designation form: required only if the property owner does not live locally

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Statement pertaining to off-street parking & occupancy code:

1. This property **🞎 does 🞎 does not** have at least 1 off-street parking space for each dwelling unit on the property. Spaces shall have independent, direct, & usable driveway access to a street or alley.
2. This property **🞎 does 🞎 does not** have a shared driveway.
3. The property owner will comply with all applicable occupancy limitations of the City of Oneonta Housing Code including but not limited to 158-10A, 158-11 A & C, 158-12 E (1), 158-14 B (2) & (3).

|  |  |
| --- | --- |
| PLEASE NOTE: | Short Term Rentals are permitted in the following zoning districts only: |
|  | R-4: Transitional Residential District |
|  | MU-1: Downtown Mixed-Use District |
|  | MU-2: Gateway Mixed-Use District |
|  | C/I: Commercial / Industrial District |

I understand that this property cannot be used as a short term rental prior to approval of this application by the Code Enforcement Officer. I also understand that I will be charged a daily fine for doing so.

I duly state that the information contained in this application is true & correct to the best of my knowledge.

PROPERTY OWNER’S SIGNATURE

Sworn to before me this date

##### Notary Public—State Of

NOTARY’S SIGNATURE

**FOR CODE ENFORCEMENT OFFICE USE ONLY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Zoning District: |  | 🞎 r-1 |  | 🞎 R-2 |  | 🞎 R-3 |  | 🞎 R-4 |
|  |  | 🞎 mu-1 |  | 🞎 MU-2 |  | 🞎 c/i |  | 🞎 u |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # of dwelling units on lot: |  |  | Lot size: |  | Square feet |
| # of parking spaces on lot: |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are Short Term Rentals permitted in this zoning district? |  | 🞎 Yes |  | 🞎 No |
| Does the lot size meet the minimum requirements? |  | 🞎 Yes |  | 🞎 No |
| Are there enough parking spaces provided? |  | 🞎 Yes |  | 🞎 No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Was a use variance approved by the Zoning Board? |  | 🞎 Yes |  | 🞎 No |
| Was an area variance approved by the Zoning Board? |  | 🞎 Yes |  | 🞎 No |
| Was a parking waiver approved by the Planning Commission? |  | 🞎 Yes |  | 🞎 No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Application: |  | 🞎 | Approved |  |  |  |  |
|  |  | 🞎 | Denied |  | Date |  | Code Enforcement Office |

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**2017**

**Short Term Rental Application**

**Attachment A**

**Sample Neighbor Letter**

(To be used by Applicant as a Model Letter to send to Neighbors within 200 feet via regular first class mail)

Dear Neighbor,

As per Chapter 300 of the Zoning Code of the City of Oneonta, this letter is to inform you that I will be submitting an application to the City of Oneonta for a 2017 Short Term Rental for the property located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address) for a six month period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Name of Property Owner:

Phone Number of Property Owner:

Name of Local Agent (if applicable):

Phone Number of Local Agent:

In addition to the above property owner & local agent are the names & phone numbers of two other contact persons in the event of complaints or problems with Short Term Rental.

Contact #1:

Contact #2:

If you should have any questions or concerns, please do not hesitate to contact me.

Sincerely,

**2017**

**Short Term Rental Application**

**Attachment B**

**Oneonta Police Department Certification Form**

(To be submitted to the Police Department by the Applicant. To be submitted to the Code Enforcement Office by the Police Department.)

Address of Proposed Short Term Rental:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being a duly authorized official of the City of Oneonta Police Department do hereby attach the incident list/report for the property.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Oneonta Police Department Representative Signature |  | Date |