* 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 Canadice. You are advised to thoroughly review ***Canadice Town Code Chapter 97*** which is available online at [www.canadice.org](http://www.canadice.org) or at the Town Hall.

***First time*** application $**150.00** fee

**Address of proposed short-term rental** If approved, permit is valid for 2 years.

**-** **or** **-**

**the two boxes *immediately below* are to be checked ONLY IF this is a *first time* application…**  ***Renewal*** application $**100.00** fee

**AND IF commitments were made  *PRIOR TO*  the enactment date (10/11/2021) of this town law:** If approved, permit is valid for 2 years.

Current or future short-term rental commitment(s) were made ***prior to******enactment of this law*** - ***AND*** - **-** **or** **-**

Such prior term date commitments are ***described and verified in additional attachment(s***.) ***Re-inspection*** $**100.00** fee

***ALL* OWNERS or designated/authorized agents must be listed below and sign this application.** include additional sheets as necessary.

Property Owner  Property Owner - **OR**  -  Authorized Managing Agent (*IF**one is designated by Owner*)

Mailing Address Mailing Address

City ST Zip City ST Zip

(     )     -            or (     )     -            (     )     -            or (     )     -

Phone (Ext.) Optional 2nd phone (Ext.) Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address E-mail address

Property Owner - **OR**  -  Authorized Managing Agent (*IF**one is designated by Owner*) **\*Contact person** is Property Owner - **OR** -  Owners’ authorized designee

Mailing Address Mailing Address

City ST Zip City ST Zip

(     )     -            or (     )     -            (     )     -            or (     )     -

Phone (Ext.) Optional 2nd phone (Ext.) Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address 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 Canadice Code Chapter 97 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…***
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. …confirm the present and ongoing compliance with the Town’s Short-Term Rental Standards;
8. …will limit lease periods to a maximum of 31 consecutive days;
9. …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
10. …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

$ / /

Fee Paid Town Clerk’s signature Date

Tax Map ID # District: HLS / R / C

🞎 Adjacent property owners have been notified of this application via: 🞎 post card -**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:

**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.

Rear line \_\_\_\_\_\_\_\_\_ ft.

Setback from rear line \_\_\_\_\_\_\_ ft.

Setback from Setback from

side line (A) side line (B)

\_\_\_\_\_\_\_\_\_ ft. \_\_\_\_\_\_\_\_\_ ft.

Setback from front line \_\_\_\_\_\_\_ ft.

Frontage \_\_\_\_\_\_\_\_\_ ft.

Road

**INSTRUCTIONS:**

Per Town Code Chapter 97, §97, 4.A.(6), the application shall ***include the following details as described below***. Use additional sheets as necessary.

(6) 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