

ZONING

245 Attachment 1

**Village of Waterloo
41 W. Main Street
Waterloo, NY 13165**

[Added at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

Application for a Short-Term Rental Permit

***Submit with \$500 fee. Expires on the one-year anniversary of permit**

Property Owner(s): _____

Mailing Address: _____

Phone: _____ Mobile Phone: _____

Email: _____ Tax Map Number: _____

Rental Property Address: _____

Fire District: _____ Zoning District: _____

Name(s) and Address(es) of Adjacent Owners within 150 feet:

With the filing of this permit the undersigned owner(s) affirm and certify as follows:

1. There needs to be at least: one functioning smoke detector in each sleeping room and one other non-sleeping room; if a two-story residence there also needs to be a smoke detector on that floor.
2. There needs to be a functioning fire extinguisher in the kitchen and at each exit; and one carbon monoxide detector.
3. Exterior doors are operational and all passageways to exterior doors are and shall be clear and unobstructed.
4. Electrical systems are serviceable with no visual defects or unsafe conditions. All fireplaces, fireplace inserts and other fuel-burning heaters and furnaces are vented and properly installed.
5. Each sleeping room has an exterior exit that opens directly to the outside or an emergency escape or rescue window.

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6. The number of sleeping rooms is _____. A sleeping room is deemed as a fully enclosed habitable space of at least 70 square feet for one person and 120 square feet for two persons, and 50 additional square feet for each occupant with an emergency escape or rescue opening is _____. Maximum of 4.
7. The number of off-street parking spaces is _____ (must be one for every bedroom plus 1). Maximum number of vehicle is 5. Trailers of all types are counted as vehicles.
8. Attached is a copy of a site plan of the property, drawn to scale, showing the location of buildings, parking, and; if not served by a public sewer, the location of the septic system and leach-field and certification of capacity and compliance with New York State Rules and Regulations Appendix 75-A.
9. The occupancy is _____. Maximum occupancy is 10.
10. The name, address, telephone number, mobile number and email address of a contact person for the property or rental agency is

11. The house number is visible from the street or road.
12. Provisions have been made for weekly garbage removal, and garbage will be secured in containers with tight-fitting covers and placed where they are not clearly visible from the street or road except around pickup time.
13. Advertisements for the rental conform to what is allowed under the short-term rental regulations and the short-term rental permit.
14. The short-term rental permit will be prominently displayed inside and near the entrance of the rental property, and a copy will be provided to every adjacent property owner and every owner within 150 feet of the short-term rental property, and a statement showing the owners served, and their addresses, and the method of service, will be provided to the Village Code Enforcement Officer.
15. I(we) acknowledge receipt of the attached local law
16. I(we) have met and will continue to comply with the standards of the short-term rental regulations and permit, including, but not limited to, the requirement to inform the Village Code Enforcement Officer if for any reason this certification is or becomes inaccurate.

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17. Applicant agrees to allow Inspections by the Village Code Enforcement Officer at application, renewals and to investigate complaints.

Owner's Signature

Date

Owner's Signature

Date

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Permit # _____

Expires _____

Short-Term Rental Permit

Property Address: _____

Property Owner(s) Name, Address & Telephone Number: _____

Contact Person's Name, Address & Telephone Number: _____

Maximum Number of Vehicles: _____

Maximum Number of Occupants _____

Location of Parking: _____

*Parking on grass or street is prohibited

Littering is illegal and all fires must be attended.

This short-term rental permit may be revoked for violations.

Additional Conditions:

Complaints or violations of this permit or the short-term rental regulations should be made to the above-referenced contact person, and, If not satisfactorily resolved, can be made to the Code Enforcement Officer of the Village of Waterloo

Permit approved on _____ Permit expires on _____

Village of Waterloo Code Enforcement Officer – Signature _____

ZONING

Complaint Log

Date of Complaint_____

Person Filing Complaint_____

Address_____

Phone_____

Complaint

Village of Waterloo Code Enforcement Officer Signature_____

Date of Complaint_____

Person Filing Complaint_____

Address_____

Phone_____

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