# APPLICATION FOR SHORT TERM RENTAL PERMIT Town of Wayne, NY

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**IMPORTANT** – This application does <u>NOT</u> contain all information you need to know and address as an applicant/manager of a Short-Term Rental Property in the Town of Wayne. You are advised to thoroughly review *Wayne Town Short-term Rental Law 1-2023* which is available online at <u>(townofwayneny.com)</u> or at the Town Hall.

If approved, permit is valid for 2 years.

Address of proposed short-term rental		First time application	\$200. <u>ºº</u>
TAX Parcel # (in	nclude if renewal)	Renewal application Fill out pages 1, 2 8	
<u>ALL</u> OWNERS OR DESIGNATED/AUTHORIZED AGENTS MUST BE <u>LISTED</u> BELO	W AND <u>SIGN</u> THIS APPLICATIO	NINCLUDE ADDITIONAL SHEETS	AS NECESSARY.
Property Owner	Property Owner - OR -	Authorized Managing Agent (IF one is designat	red by Owner)
Mailing Address	Mailing Address		(A)
City         ST         Zip           ()	CityPhone	ST ST CExt.) Or ( ) - Optional 2nd phone	Zip (Ext.)
E-mail address	E-mail address		
Property Owner - OR - Authorized Managing Agent (I <u>F</u> one is designated by Owner)	*Contact person is	Property Owner - OR - Owners' authoriz	ed designee
Mailing Address	Mailing Address		
City         ST         Zip           ( ) -         Or ( ) -         Optional 2nd phone         (Ext.)	City ( ) - Phone	Or ( ) -  (Ext.) Optional 2nd phone	Zip (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.
- Under no circumstances shall maximum occupancy exceed 12 individuals. There are NO exceptions. No variances are available."

# APPLICATION FOR SHORT TERM RENTAL PERMIT Town of Wayne, NY

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#### By signing this application, I/we attest that I/we:

- 1. have read and comprehend all requirements and standards contained in Town of Wayne Short-term Rental Law 1-2023 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;
- 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. confirm the present and ongoing compliance with the Town's Short-Term Rental Standards;
- 7. will limit lease periods to a maximum of 31 consecutive days;
- 8. 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
- 9. 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.
- 10. By signing this application, I understand that maximum occupancy shall not exceed 12 individuals. I also understand that number might be fewer depending on the capacity of the property's septic system.

Signature(s) of ALL	owners or their design	nated agents		
Property Owner - OR -	Authorized Agent ( <u>IF</u> designated)	/ / Date	Property Owner - OR - Authorized Agent ( <i>IF designated</i> )	/ / Date
Property Owner - OR -	Authorized Agent ( <u>IF</u> designated)	Date	Property Owner - OR - Authorized Agent ( <i>IF designated</i> )	/ / Date
Property Owner - OR -	Authorized Agent ( <u>IF</u> designated)	/ / Date	Property Owner - OR - Authorized Agent ( <u>IF</u> designated)	/ / Date
		OFFICIAL U	SE ONLY	
Fee Paid	Town Clerk's signature			/ ite
Tax Map ID #		=	District:LS-1,LS-2,LS-3,HSC-1,H	
Application reviewed by	and the state of t	NOT approved+	Permit #	
Approval signature				ite
Explanation if disappr	oved:			

### SHORT-TERM RENTAL - PLOT DIAGRAM

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**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, show all easements, street names, and show well, septic, and leach field locations. Show all bodies of water, creeks, and/or shorelines. Also indicating "North" is helpful. Use additional sheet(s) for detail if necessary.

Rear line	_ ft.	<b>†</b>	
		Setback from rear line ft.	
Setback from			Setback from
			side line (B)
n.			11.
		Setback from front lineft.	
Frontage	_ ft.	<b>↓</b>	
		Road	

# SHORT-TERM RENTAL - FLOOR PLANS

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#### INSTRUCTIONS:

Per Town Short Term Rental Law 1-2023 <u>application shall</u> *include the following details as* <u>described below</u>. 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:

of the property in this application.	<u>Piagram</u> and <u>Floor Plans</u> are <u>complete and accurate</u> representations
	1 1
Signature of Applicant	Date
Certification:	
Icert	ify that the property listed above meets all the requirements of the
Town of Wayne Short-Term Rental Laws. I also	o acknowledge that this permit can be revoked by the Town of
Wayne for any violations of the law.	
Applicant Signature	Date
State of New York	
County of]	
,	
On theday of in the year be	efore me, the undersigned, personally ersonally known to me or proved to me on the basis of satisfactory evidence
appearedp	ersonally known to me or proved to me on the basis of satisfactory evidence
	ed to the within instrument and acknowledged to me that [he/she/they]
	that by [his/her/their] signature(s) on the instrument, the individual(s), or the
person upon behalf of which the individual(s) acted, ex	ecuted the instrument.
N - 5 11 5 - 70 3/ 1	
Notary Public State of New York	
My Commission Expires: []	

## SHORT-TERM RENTAL - RENEWAL of APPLICATION

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If renewing an active Short-term Rental Permit, please attest to the following and have signature notarized.

- 1. No changes to property.
- 2. Complies with all NYS Building and Safety codes
- 3. Septic Inspection is current
- 4. Application on file is an accurate representation of the property in this application.
- 5. If the property or home has changed, please fill out entire application noting the changes, but indicate this is a renewal.

### Include and sign the following attestation with renewal application

	/ /
Signature of Applicant	Date
Certification:	
Icertify that the pro	perty listed above meets all the requirements of the
Town of Wayne Short-Term Rental Laws. I also acknowledge	that this permit can be revoked by the Town of
Wayne for any violations of the law.	
3 80 N 1 20 C	
Applicant Signature	Date
Applicant Signature	Date
	Date
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tate of New York	Date
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