

Clerk use only - Date filed: _____

Short Term Rental COMPLIANCE CHECKLIST

Owner/Applicant (O/A): **Complete this form and Submit it with your Short-Term Rental Application.**

Code Enforcement Officer (CEO): **Complete this form for Assessment of the Application.**

Under the Appropriate Column, **Mark Y for Yes if Complies** and **Mark N for No if it does not comply**. **Make a notation under the item as to Why it does not comply.**

Today's Date: _____

 Address of Proposed Short-Term Rental

 Property Owner

 Zoning District

 Tax Map #

Application Checklist

O/A	CEO	#	Item/Condition
		1	Floor Plan for each level of the dwelling that can be occupied
		2	A copy of a water test report, if applicable
		3	A copy of a valid Certificate of Registration, as issued by Madison County pursuant to the Madison County Occupancy Tax Law
		4	Proof of Commercial Short Term Transient Rentals Insurance, if applicable
		5	List of Prior Commitments
		6	Proof of notices sent to adjacent property owners
		7	Plot Diagram is accurate and provides all of the information

A. Property Requirements

O/A	CEO	#	Item/Condition
		1	Property must comply and meet all current NYS Uniform Building Codes.
		2	There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
		3	Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke- detecting or other alarm device.
		4	There shall be an ABC Fire Extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the property owner(s) to ensure each contains a full charge. A record of the date inspected, initialed by the property owner, shall be maintained, and made available to the Code Enforcement Officer upon request.
		5	The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
		6	Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
		7	Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code Enforcement Officer during the permitting process. Any defects found shall be corrected prior to permit issuance.
		8	All fireplaces, woodstoves or heating sources shall comply with all applicable laws and regulations.
		9	The property must have a minimum of one (1) designated, off-road parking space for every bedroom shown on the floor plan included with the application. The maximum number of parking spaces shall not exceed the number of bedrooms plus one (1).
		10	Maximum occupancy for each Short-Term Rental Unit shall not exceed two (2) people per bedroom shown on the floor plan included with the application and two (2) people per minimum full size convertible sleeping accommodation furniture (i.e. futon, hide-a-bed) also identified on the floor plan. The maximum occupancy of a Short-Term Rental Unit shall not exceed twelve (12) people, including permanent residents and renters.
		11	A property must have a properly operating septic system and that is compliant with Madison County Department of Health's requirements.
		12	One sign identifying the Short-Term Rental shall be allowed and must follow the Town of Hamilton's Zoning Law on Signs.

B. Insurance Standards

O/A	CEO	#	Item/Condition
		1	All owners of <u>Commercial Short Term Transient Rentals</u> shall provide to the Town proof of general liability insurance against claims for personal injury, death or property damage occurring on, in or about the subject premises in an amount not less than One Million Dollars (\$1,000,000.00) in respect of personal injury or death, and in an amount of not less than One Hundred Thousand Dollars (\$100,000) in respect of property damage.

C. Garbage Removal

O/A	CEO	#	Item/Condition
		1	Provisions shall be made for weekly garbage removal during rental periods.
		2	Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors,
		3	...and placed where they are not clearly visible from the road except at approximate pick-up time.

D. Rental Contract: All applicants and property owners must have a rental contract, which includes the following:

O/A	CEO	#	Item/Condition
		1	Maximum property occupancy;
		2	Maximum on-site parking provided; and
		3	Good Neighbor Statement stating:
		3 a	The Short-Term Rental is in a residential area in the Town of Hamilton and renters should be considerate of the residents in neighboring homes.
		3 b	Guests are requested to observe quiet hours from 10:00 p.m. - 7:00 a.m.
		3 c	All renters will be subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct.
		3 d	Littering is illegal; and
		3 e	Recreational campfires must be attended.

Signage Checklist:

The following are prominently displayed inside and near the front entrance of the Short-Term Rental Property:

O/A	CEO	#	Item/Condition
		1	Short-Term Rental Permit
		2	Maximum Occupancy Limit
		3	Maximum Parking
		4	Contact Form; and
		5	Standards

Additional Notations regarding any issue(s) or deficiency/non-compliance:

Print name of Owner/Applicant -or- Code Enforcement Officer

Signature of Owner/Applicant -or- Code Enforcement Officer / /
Date