

Application for Short Term Rental Permit

Per Local Law 3-2023 "A Local Law to Regulate Short-Term Rentals in the Town of Hamilton"
Short-Term Rental = STR

**Please refer to the entire local law for detailed guidance on this application
which is available online at www.TownofHamiltonNY.gov.**

Preface:

- Permit applications are reviewed and approved by the Code Enforcement Officer (CEO).
- Permits are valid for 2 years.
- Permits must be renewed 30 days prior to expiration of the current permit.
- A Permit is not transferrable to new property owners.
- Short-Term Rentals are permitted in the Agricultural-Residential Zoning Districts with a STR Permit issued by the CEO.
- Short-Term Rentals are permitted in the Residential, Hamlet and Commercial Zoning Districts upon approval of a Special Use Permit by the Planning Board, -AND- a STR Permit issued by the CEO.
- However, premises that are the primary residence of the applicant shall not require the approval of a Special Use Permit, even if situated within the Residential, Hamlet, and Commercial Zoning Districts.
- Special Use Permits shall be in effect for (2) years from the date of Planning Board approval and require renewal. See the Town of Hamilton Zoning Law and the Special Use Permit Application for more information.

IMPORTANT: This application must be completed and submitted to the Code Enforcement Officer (CEO) along with payment of a non-refundable fee of \$200 per Town Board Resolution on October 12, 2023 and any required attachments. Applications that fail to provide sufficient information shall be declined.

Today's Date: _____

Address of Proposed Short-Term Rental

Zoning District

Tax Map #

Check One: () New Application - \$200 Fee
 () Renewal Application - \$200 Fee

If New Application, the 2 boxes immediately below are to be checked **ONLY IF** this a First Time Application **AND IF** Commitments were made **PRIOR TO** the Enactment Date (10/12/2023) of this Town Local Law 3-2023:

- ☐ Current or future Short-Term Rental commitment(s) were made **PRIOR TO ENACTMENT OF THIS LAW -- AND --**
- ☐ Such prior term date commitments are **described and verified in additional attachment(s).**

ALL OWNERS OR DESIGNATED/AUTHORIZED AGENTS MUST BE LISTED BELOW AND SIGN THIS APPLICATION. INCLUDE ADDITIONAL SHEETS AS NECESSARY.

Property Owner

Mailing Address

City ST Zip

Phone or Optional 2nd phone

E-mail address

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

Mailing Address _____

City	ST	Zip
------	----	-----

Phone or Optional 2nd phone

E-mail address

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

Mailing Address

City _____ ST _____ Zip _____

_____ or _____
 Phone Optional 2nd phone

E-mail Address _____

* Contact person is ☐ Property Owner - OR - ☐ Owners' authorized designee

Mailing Address

City _____ ST _____ Zip _____

Phone _____ OR _____
Optional 2nd phone

E-mail Address _____

By Signing this Application, I/we Attest that I/We:

1. ...have read and comprehend all requirements and standards contained in the Town of Hamilton's Local Law #3 of 2023 "A local Law Regulating Short-Term Rentals" and agree to fully comply with the same;
2. ...agree that said Short-Term Rental shall conform with all laws, of the Town of Hamilton and the State of New York Uniform Fire and Safety Prevention and Energy Code and all other applicable laws, codes, and regulations;
3. ...confirm the present and ongoing compliance with the Town's Short-Term Rental Standards;
4. ...authorize the Town Code Enforcement Officer to inspect the property to ensure compliance with requirements and standards contained with Town and State Law;
5. ...will limit the rental period to thirty (30) nights' use on an annual basis;
6. ...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 CEO within 24 hours; and
7. ...verify 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.
8. ...have included the following information within the application or attachments with the application (*See Local Law 3 of 2023 Section 7 for details*):
 - a. Accurate and suitable floor plan for each level of the dwelling that can be occupied, attached to this application (See Local Law #3 of 2023 Section 7.A.6 for details);
 - b. Demonstration of adequate off-road parking spaces on the plot diagram in this application;
 - c. A copy of a water test report, attached to this application, if applicable;

- d. A copy of a valid Certificate of Registration, as issued by Madison County pursuant to the Madison County Occupancy Tax Law, attached to this application;
 - e. Proof of Commercial Short Term Transient Rentals Insurance, attached to this application, if applicable;
 - f. Complete the Compliance Checklist, attached to this application;
 - g. List of Prior Commitments as described above on Page 1.
9. Upon filing of this application with the Town of Hamilton, a notice will be sent to adjacent property owners of the Short-term Rental via post card, letter, or e-mail and proof will be provided to the CEO as part of the application process.
- a. (Please see the CEO or Town Clerk if you need assistance.)
10. Will display Short-Term Rental Permit -AND- the Short-Term Rental Standards as described in Section 10 of Local Law #3 of 2023 as provided by the Town CEO.

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

CEO SECTION: Application is:

☐ **APPROVED** Permit #: _____

Permit Expires on: _____

☐ **NOT Approved**

Explanation: _____

 Code Enforcement Officer's Signature

_____/_____/_____
 Date

SHORT-TERM RENTAL – PLOT DIAGRAM

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 side line (A) _____ ft.

Setback from side line (B) _____ ft.

Frontage _____ ft.

Setback from front line _____ ft.

_____ Road

Submit this Application, Plot Diagram, Any Required Attachments, and Fee (Check payable to the Town of Hamilton, Cash or by Credit Card) to: Code Enforcement Officer, Town of Hamilton, 38 Milford Street, Hamilton, NY 13346.