

TOWN OF VARICK | 4782 Rt. 96. Romulus, NY 14541

- ___ Application
- ___ \$500 Fee to Town of Varick
- ___ Copy of Septic Certification (if applicable)
- ___ Current Property Deed
- ___ Site Plan Review

**APPLICATION FOR OWNER-OCCUPIED OR OWNER-SUPERVISED
SHORT TERM RENTAL (STR) PERMIT**

*Initial application fee for processing and inspection is \$500. Renewals (if approved) are \$250 per year.
Renewals are not guaranteed*

STR PROPERTY ADDRESS: _____

TAX MAP NUMBER: _____

CIRCLE ONE OWNER-OCCUPIED OWNER-SUPERVISED

A short-term rental is considered owner-occupied if the rental is in the same building as the owner's residence and the owner lives there during the rental period. A short-term rental is considered owner-supervised if the owner lives on the same lot or an adjacent lot and lives there during the rental period.

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

Phone: _____ Secondary Phone: _____ Email: _____

PROPERTY MANAGEMENT COMPANY (IF APPLICABLE): _____

Phone: _____ Email: _____

24-HOUR CONTACT INFORMATION

Name: _____ Phone: _____

Name: _____ Phone: _____

NAMES & COMPLETE ADDRESSES OF NEIGHBORING PROPERTY OWNERS WITHIN 500 FT

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RENTAL INFORMATION

Number of Bedrooms: _____ Maximum Number of Guests: _____
Number of Full Bathrooms: _____ Number of ½ Bathrooms: _____
Number of Parking spaces: _____ *A space measuring 10 feet by 20 feet for the parking
of one vehicle is one parking space*
Water Supply (circle one) Public Private (well)
Waste Water (circle one) Public Sewer Septic Holding Tank

Initial in presence of a notary.

I (we) hereby agree that the Short Term Rental (STR) unit will have and/or maintain

- __ Code compliant egress from all habitable spaces and bedrooms**
- __ Functioning/up-to-date Smoke and Carbon Monoxide alarms required
by Seneca County**
- __ An accessible/visible fire extinguisher in the kitchen**
- __ Operational egress doors and passageways clear of obstruction**
- __ Serviceable electrical systems with no visual defects, free from unsafe conditions**
- __ Furnaces or fuel burning appliances properly installed and adequately vented**
- __ No open building permits**
- __ No existing Zoning or Building Code violations**
- __ Refuse/trash properly disposed of within approved and adequate containers**
- __ Adequate Town of Varick compliant off-street parking**
- __ Functioning sewer or septic system sized for the number of bedrooms and guests**
- __ No deed restrictions that prohibit use of property as an STR**
- __ The owner living on site during the STR rental period.**

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The undersigned represents and agrees as a condition to the issuance of this STR permit that the STR will be operated in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and any plans and specification annexed hereto. Violation of the above code can result in fines or jail.

OWNER'S NAME: _____

OWNER'S SIGNATURE: _____ DATE: _____

CO-OWNER'S NAME: _____

CO-OWNER'S SIGNATURE: _____ DATE: _____

PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNERS' SIGNATURE(s)

For Notary:

State of _____ County of _____ the foregoing instrument was acknowledged
before me this _____ day of _____ 20, _____. By _____ Notary Public, My
commission expires _____.

TO BE COMPLETED BY VARICK PLANNING BOARD :

PERMIT APPLICATION APPROVED? YES NO

CODE ENFORCEMENT OFFICER: _____ DATE: _____

DATE PERMIT ISSUED: _____ PERMIT NUMBER: _____

DATE FEE PAID: _____ RECEIVED BY: _____