

**Town of Geneva
3750 County Road 6
Geneva, New York 14456**

Application for a Short-Term Rental Permit

RENTAL PROPERTY ADDRESS: _____

Property Owners Name: _____

Property Owners Address: _____

Owners Contact Numbers: _____

Owners Email Address: _____

Property Tax Map Number: _____

Name and Address of Adjacent Property Owners and Property Owners within 150 feet:

The following items are required with this application:

- 1) A copy of the deed showing how title to the property is held.
- 2) A survey map of the property showing all structures, pools, hot tubs, decks, and sheds.
- 3) A copy of your Standard Rental Agreement Form.
- 4) Payment of Fee: \$250.00 (*per year – first year's payment must accompany application. Following years' payments will be due each January*)
- 5) If served by a septic system, a copy of a septic system report completed within the last 90 days.
- 6) Proof of Homeowner's Insurance.
- 7) A signed affidavit that you reside at the property for at least 7 months of the year.
- 8) The following property information:
 - a. Number of bedrooms: _____
 - b. Proposed number of parking spaces (should be shown on site plan): _____
 - c. Parking location: _____

Upon completion of the review of your application, a site inspection by the Code Enforcement Officer is required. The following is a partial list of code requirements for this permit:

- Functioning smoke detectors in and directly outside of each bedroom.
- Carbon monoxide detectors on each floor (not in a bedroom).
- Required fire extinguishers at main exit and in the utility area.
- Operating egress windows or exterior doors in each bedroom.
- Appropriate plumbing fixtures and facilities.

After the site inspection, a short-term rental permit may be issued. If a Short-Term Rental Permit is issued, the following is a list of **operational requirements**:

- Maintain clear paths to exit doors and egress windows.
- Septic system shall be maintained in good working order and annual inspections shall be submitted to the town.
- All fireplaces shall be kept in good working order.
- House numbers shall be kept visible from the street.
- All electrical components shall be kept in good working order.
- There shall be provisions for weekly garbage removal.
- All parking spaces shall be kept accessible for parking.

Along with the attached code section, the following is a list of RULES that must be adhered to by all occupants:

- 1) There will be no littering.
- 2) Fires are not allowed by Town Code.
- 3) All guests must comply with the Town of Geneva's Noise Ordinance, Chapter 106 of the Town Code which includes noise limit levels between 10:00 pm and 7:00 am and is enforceable by the Ontario County Sheriff's Department, NYS Police or any other enforcement agency with jurisdiction.
- 4) Only the number of approved occupants on the Short-Term Rental Permit may stay in the residence.
- 5) Any pets (if allowed by rental agreement) must be under the owner's control at all times.

- *A Short-Term Rental Permit may be revoked for any Violation to the Short-Term Rental Code of the Town of Geneva or a violation of any conditions imposed by the Code Enforcement Officer.*

No rental use may be allowed until a Short-Term Rental Permit is issued.

*Upon issuance of a short-term rental permit, the Building Department will mail a notice of intent and a copy of the approved permit to any property owners within 150 ft.

I (we) have met and will continue to comply with the standards of the Short-Term Rental regulations and permit

_____ Date: _____
Print Owners Name

_____ Owners Signature

_____ Date: _____
Print Owners Name

_____ Owners Signature

For Office Use Only:	
Application Reviewed: _____	Inspection Scheduled: _____
Comments/Conditions:	

Code Enforcement Officers Signature:	

Floyd D. Kofahl	
Code Enforcement Officer Town of Geneva, 3750 County Road 6, Geneva New York 14456	
Email Address: codeenforcement1@townofgeneva.com	
Phone #: 1-315-789-3922	Fax #: 1-315-789-7753

Affidavit of Residence

State of NEW YORK
County of ONTARIO

We, the undersigned, do solemnly swear or affirm, under penalty of the law, that we are residents of the Town of Geneva and that we will be residing at the address given below for no less than 7 months out of each calendar year. We acknowledge this as a requirement to operate a Short-Term Rental out of the property at said address and that if a time comes when we are no longer residing at said property, the Short-Term Rental Permit will no longer be valid.

Address: _____

Tax #: _____

Name: _____

Name: _____

Signature: _____

Signature: _____

Sworn to (or affirmed) before me this
____ day of _____, 20__.

Notary Public