

TOWN OF ROCHESTER
SHORT TERM TRANSIENT RENTAL APPLICATION

**OFFICE
USE ONLY**



Application Number: # _____
Fee: \$ _____
Grandfathered: _____
Non-Grandfathered: _____

1. Property Owner: _____
Business Name: _____
Address: _____
Primary Phone #: _____ Secondary Phone #: _____
Email Address: _____

2. Agent/Local Manager Name: _____
(If owner lives greater than a 30 mile radius from the Town of Rochester Town Hall)
Address: _____
Primary Phone #: _____ Secondary Phone #: _____
Email Address: _____

3. Site Location: _____
Tax Map Section: _____ Block: _____ Lot: _____ Zoning District: _____

5. Type of Structure: (house/cottage/apartment/etc.) _____

6. Property is: Owner Occupied* _____ Non-Owner Occupied** _____
(PLEASE CHECK ONLY ONE BOX)

*Owner Occupied- A STR unit that is the primary residence of the owner for at least 180 days in the calendar year, or the owner is present in the dwelling or is present on the same parcel while the residence is being used as a STR.

**Non-Owner Occupied- A STR unit that does not qualify as owner-occupied.

7. Property is: Rented in part* _____ Rented in whole** _____
(CHECK ALL THAT APPLY)

*Rented in Part- A STR in a primary residence that is being occupied in part by the owner and in part by STR guest(s), simultaneously.

**Rented in whole- A STR in a dwelling unit that is being occupied entirely by STR guest(s) for the rental duration.

8. Hosting Platforms: _____

9. Number of off-street parking spaces: _____

10. Maximum Occupancy: _____

11. Septic System Size: _____ Type _____ Location _____

ADDITIONALLY, PLEASE PROVIDE THE FOLLOWING:

- Ulster County Commissioner of Finance Certificate of Authority
- Fire Safety: Documentation of location and existence of fire extinguishers in compliance with NYS Uniform Fire Prevention and Building Code
- Description: State the occupancy of each bedroom and sleeping room and the methods of ingress and egress (examples: doors and windows) shall be included with the application. No kitchen shall be occupied for sleeping purposes.
- Plat: The applicant shall submit an aerial plat of the property showing approximate property boundaries and existing features, including buildings, structures, well, septic system, parking spaces, firepits/outdoor fireplaces, driveways, streets, streams and other water bodies, and neighboring buildings within one hundred (100) feet of the short-term transient rental unit. This does not need to be a survey. This is easily obtained free of charge from many online sources.
- Garbage Removal: The applicant shall state how garbage is to be removed from the property. The applicant is responsible for all refuse and garbage removal. The applicant shall be responsible for either
 - a. contracting with a refuse company or
 - b. the owner or property manager shall remove garbage on a weekly basis. If there is a dumpster located on the property, the location of the dumpster shall be depicted on the plat submitted with the application.
- House Rules: The applicant shall submit a copy of the house rules All short-term rental properties shall post for renters of each dwelling unit a listing of House Rules. House Rules shall incorporate, but not be limited to, the following:
 - a. An emergency exit ingress and egress plan
 - b. The location of fire extinguishers
 - c. Identify the property lines and a statement emphasizing that unit occupants may be liable for illegal trespassing.
 - d. Identify the procedures for disposal of refuse/garbage.
 - e. If allowed by the property owner, specify outdoor fires shall be made solely within a fireplace or fire pit in accordance with all New York State burning regulations.
 - f. If allowed by the property owner, instructions for fires in fireplaces or wood stoves. If not allowed by the property owner, a statement stating as such
 - g. Short Term Transient Rentals shall not be permitted to be used for any commercial use or commercial event space.
 - h. No outdoor camping shall be allowed this includes tents, yurts etc.
 - i. Parking shall be allowed solely in the designated parking spaces.

Please see next page →

Applicant states that he/she is the owner or authorized agent of the owner for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all work will be performed in accordance with all applicable State, County, and Local Ordinances.

If an agent is representing applicant, a signed letter by applicant authorizing named individual to act as his/her agent must accompany the application.

Applicant signature

Date

FOR OFFICE USE ONLY:

APPROVED: _____

DENIED: _____

CODE ENFORCEMENT OFFICER

DATE

ADDITIONAL NOTES IF NEEDED:
