

TOWN OF KENDALL
APPLICATION FOR TRANSIENT OR SHORT-TERM RENTAL LICENSE

Address of the proposed Transient or Short-Term Rental property:

APPLICANT INFORMATION

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

PROPERTY OWNER INFORMATION (if different than the Applicant)¹

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

¹Include all owners of the premises as listed on the recorded deed. Attach additional sheets if necessary.

CONTACT INDIVIDUAL/PROPERTY MANAGER (if different than the Applicant)

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

TRANSIENT OR SHORT-TERM RENTAL PROPERTY INFORMATION

Number of permanent residents proposed to reside onsite (if any): _____

Number of vehicles proposed to be kept onsite by permanent residents (if any): _____

Maximum number of guests proposed to reside onsite at full capacity: _____

Number of parking spaces proposed to be available for transient use: _____

APPLICATION MATERIALS CHECKLIST

Approved site plan of the premises (include property lines, building footprints, driveways, sidewalks, parking spaces, garbage and recycling storage areas, outbuildings, and outdoor gathering areas)

Approved floor plans (these do not need to be prepared by a licensed design professional) for each building floor level containing a Transient or Short-Term Rental unit (include sleeping room size and location, common areas, exits, and other facilities)

A copy of the recorded deed showing all current owners of the Transient or Short-Term Rental property

If proposed Transient or Short-Term Rental property is located within a Waterfront Residential or Waterfront Development District, documentation demonstrating operation as a pre-existing Transient or Short-Term Rental Property, if any (e.g. copy of Orleans County occupancy tax certificate, online listing of the property as a Transient or Short-Term Rental with starting date, etc.)

A copy of the House Rules to be provided to all guests at the time of rental and proof that the House Rules have been posted onsite

List of all property owners within 150 feet of the property, including addresses

Proof of General Liability insurance with a minimum \$1 million coverage

Septic system information (if applicable): (1) location, approximate age, and capacity of the system, and (2) proof that such system is in good condition and has been pumped within the last three years

Application fee of \$500, made payable to Town of Kendall

NOTIFICATION

The undersigned affirms that the property owners within 150 feet of the proposed Transient or Short-Term Rental property, included in the attached list, have been notified of the proposed filing of this application.

Applicant Initials: _____ Date: _____

AFFIRMATION

Each of the undersigned represents that, to the best of his/her/their knowledge, the information contained in this application is true and correct, that the relevant property is appropriate for short-term, transient occupancy, and that the proposed Transient or Short-Term Rental complies with the local laws of the Town of Kendall and the laws of the State of New York.

Applicant Name: _____

Applicant Signature: _____ Date: _____

SIGNATURES OF ADDITIONAL PROPERTY OWNERS (attach additional sheets, if necessary)

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____

Application Fee Received: Yes No

Application Complete: Yes No

If no, documentation needed:

Inspection of premises satisfactory: Yes No

Property within Waterfront Residential or Waterfront Development District: Yes No

Application approved: Yes No

Signature of Town of Kendall Code Enforcement Officer:

_____ Date: _____

If property is outside of the Waterfront Residential or Waterfront Development Districts, was the application approved by the Planning Board? Yes No

If yes, include a copy of Special Use Permit

License Number: _____

License Expires: _____

Signature of Town of Kendall Town Clerk: _____

Date: _____