

Village of Dundee

Application for a Short-Term Rental Permit

(New Applications Submit with Fee of \$200.00 & Renewal Applications submit \$75.00)

Rental Property Address: _____

Tax Map Number: _____ Zoning District: _____

Owner(s) Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

PERMIT APPLICATION REQUIREMENTS (must be submitted with application):

- _____ 1. Deed showing how title to the property is held
- _____ 2. Evidence of Property Insurance
- _____ 3. Certificate of Liability Insurance
- _____ 4. Certificate of Authority to collect Yates County Occupancy Tax
- _____ 5. Rental contract defining your policies showing max occupancy, max on-site parking & good neighbor Statement
- _____ 6. Site plan of the property, drawn to scale, showing the location of buildings, parking, all floors/rooms including utilities, windows and exits.
- _____ 7. Property Manager contact information and agreement

Confirmed by _____ Date _____

INSPECTION:

- _____ 1. Alternative means of egress
- _____ 2. At least one functioning smoke/carbon monoxide detector in each sleeping room and each floor
- _____ 3. Emergency evacuation procedures posted in each sleeping room
- _____ 4. ABC fire extinguishers on each floor and in the kitchen
- _____ 5. House number visible from the street/road
- _____ 6. Egress – exterior doors are operational and all passageways are clear and unobstructed
- _____ 7. Electrical systems are serviceable with no visual defects or unsafe conditions
- _____ 8. Fireplaces, furnaces and other fuel burning appliances vented and properly installed
- _____ 9. All Permits posted near the front door (include Short-Term Rental Permit once issued)
- _____ 10. Garbage secured in containers and placed where they are not clearly visible
- _____ 11. Will the applicant be requesting an Off-Street Parking Waiver? YES: _____ NO: _____

Confirmed by _____ Date _____

PROPERTY OWNER INFORMATION
(include additional sheets if necessary)

By signing this application, you are confirming that you have read and understand Local Law 1 of 2022, have met and will continue to comply with the standards outlined in the Village of Dundee Codebook and that none of the owners have had a short-term rental permit revoked within the previous year. You are also giving permission for a property inspection by the Code Enforcement Officer.

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____

Name: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

*Signature: _____ Date: _____