

**Village of Watkins Glen**  
**Short-Term Rental Renewal Application Packet Contents**

- A. Special Use Permit Application for a Short-Term Rental
- B. Statement Of Compliance of Adjacent Owner Permit Notification
- C. Statement Of Compliance with Short-term Rental Standards
- D. Property Inspection Checklist.



# Village of Watkins Glen

## Special Use Permit Application for a Short-Term Rental

(Renewal applications only)

Rental Property Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

30 Minute Local Contact Name: (Subsection 23.17.F) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**PERMIT APPLICATION REQUIREMENTS (Must be submitted with application):**

- \_\_\_\_\_ 1. Payment of application fee.
- \_\_\_\_\_ 2. A copy of the current vesting deed showing how title to the subject property is then held.
- \_\_\_\_\_ 3. Evidence of Property Insurance indicating the premises is rated as a short-term rental.
- \_\_\_\_\_ 4. Certificate of Liability Insurance.
- \_\_\_\_\_ 5. Proof of registration & Certificate of Authority to collect Schuyler County Occupancy Tax.
- \_\_\_\_\_ 6. A list of all full-time residents of the property and proof of notification of intent to apply for a STR permit.
- \_\_\_\_\_ 7. Rental contract defining your policies, showing max occupancy, max on-site parking & good neighbor statement. (Subsection 23.17.N.).
- \_\_\_\_\_ 8. 8-1/2" X 11" Site plan of the property, drawn to scale, showing the location of buildings and parking.
- \_\_\_\_\_ 9. 8-1/2" X 11" STR unit floor plan, drawn to scale, showing all floors, rooms, including utilities, egress windows and doors.
- \_\_\_\_\_ 10. Signed Statement of Compliance with Short-term Rental Standards.
- \_\_\_\_\_ 11. (After application deemed complete) Completed property safety inspection.
- \_\_\_\_\_ 12. (After permit is issued) Signed Statement of Compliance of Adjacent Owner Permit Notification.
- \_\_\_\_\_ 13. (After permit is issued) Confirm required sign is posted and visible from the Street.

\_\_\_\_\_  
Office use: Received by

\_\_\_\_\_  
Date/Time

**PROPERTY OWNER INFORMATION**

(Include signatures of all persons and entities with ownership interest in the property.)

**\*By signing this application**, you are confirming that you have read and understand Local Law 1 of 2022, section 23.17 and have met and will continue to comply with the standards outlined, 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 Codes Department.

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:** \_\_\_\_\_

# Village of Watkins Glen

## Statement Of Compliance with Short-term Rental Standards

- A. Provisions shall be made for weekly garbage and/or recycling removal. Garbage and recycling containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors, and placed where they are not visible from the street or road except around pick-up time. (24 hours the day before or after scheduled pick-up).
- B. The property shall not be rented out solely for the purposes of hosting events, weddings, parties, or other large gatherings.
- C. The use of outdoor speakers or other audio amplification devices shall not be permitted after 10:00PM EST.
- D. There shall be no change in the outside appearance of the building or premises that alters or detracts from the residential character of the structure, where applicable, or the overall character of the neighborhood.
- E. Emergency evacuation procedures must be posted in each sleeping room.
- F. An ABC Fire extinguisher shall be provided on each floor and in the kitchen. Fire extinguishers shall be inspected monthly by the permit holders.
- G. Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- H. The Certificate of Authority to Collect Occupancy Tax must be posted in the home by the front door.
- I. Good Neighbor Statement, to be provided to all renters, that acknowledges:
  - 1. The STR is in a residential area in the Village and renters should be conscious of the residents in neighboring homes;
  - 2. Renters must comply with the Noise Ordinance of the Village of Watkins Glen of as set forth in Local Law #1 of 2014;
  - 3. Renters will be subject to New York Penal Law or any successor statute;
  - 4. Littering is illegal;
  - 5. Indoor and/or outdoor fires must be attended at all times.
- J. The permit holder shall provide a copy of the permit to the owners of all properties adjacent to the STR property. A statement of compliance with this provision, identifying the owners served, their addresses, and the method of service (e.g., mail, personal delivery), shall be provided to the Village Clerk.
- K. A sign must be displayed on the front exterior of the building to indicate its use as a STR. The current permit and certificate of occupancy shall also be prominently displayed inside and near the front entrance of the STR.
- L. The permit holder must conspicuously display the permit number in all advertisements for the applicable STR.

I, the undersigned, agree to comply with the STR standards as listed above, including a commitment to continue to comply, throughout the term of my short-term rental special use permit.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



<b>Short term rental inspection</b>		Inspector: _____
		Date: _____
Property Owner:	Responsible Local Contact:	
Address:		
Phone #:	Phone#:	
Zoning District:		

<b>Inspection Items</b>			
	<b>INTERIOR</b>		<b>EXTERIOR</b>
	Operational Exterior Doors		Clearly Visible House #
	Carbon Monoxide Detectors - 1 Per Floor		Entry / Exit Stairs / Decks / Porches / Railings In Good Condition
	Smoke Detectors Inside & Outside of All Bedrooms		Confirm Parking Spaces
	Emergency evacuation procedures must be posted in each sleeping room.		Fuel Burning Chimneys in Good Shape
	Unobstructed & Operational Egress Window Or Door in Each Bedroom		Pools & Hot Tubs Are Safe
	ABC Fire Extinguishers – 1 Per Floor / Kitchen		
	Safe Electric Outlets, Switches, Lights		
	Utilities; Water heaters		
	Heating system venting		
	Stair railings		<b>After Permit Approval Inspection</b>
			Tax Collection Certificate Posted at Front Door
			STR Permit Posted at Front Door
			STR Sign Visible from the Street
			Statement Of Compliance of Adjacent Owner Permit Notification

<b>Notes</b>	
	Re-inspection required?
	Issue Short Term Rental Permit
	Electrical Inspection certificate needed