



Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

APPLICATION #: _____

PRE-EXISTING: ___ NEW: ___

DATE RECEIVED: _____

DATE PAID: _____

SHORT-TERM RENTAL PERMIT APPLICATION

Instructions

- Applicant to complete the permit application only after a Notice of Decision has been issued for the approval of a **Special Use Permit** at the property for the operation of a short-term rental
- Fees - Special Use Permit application fees shall be applied to Host-Pre-Existing-Owners' STR Permit application fees only. See [fee schedule](#)
 - New Short-Term Rental applicants will be required to pay both the Special Use Permit and the STR Permit fee
- Incomplete applications will not be approved

STR Property Address: _____

Applicant Information	
Applicant Name	
Applicant Address	
Mailing Address, If different	
Applicant Email	
Applicant Phone	

Contact Information

List the contacts **in the order they should be contacted**. Include the property owner(s), host, or property manager if applicable.

Title	Name	Email	Day Phone	Night Phone
<i>Example: Owner</i>	<i>Jane Doe</i>	jdoe@gmail.com	518-xxx-xxxx	518-xxx-xxxx

Submit the following documentation:

Proof of Ownership in the form of a Deed or Land Contract.

Copy of the corresponding Franklin or Essex County Certificate of Authority to collect occupancy tax.

An affidavit signed by all property owners and a notary public (see attached form).

Floor Plan. A floor plan of each property, including the dimensions of all rooms and the methods of ingress and egress (examples: doors and windows).

Water and Sewer/Septic

<u>Water:</u>	Municipal service	Well
<u>Sewer:</u>	Municipal service	Septic

STR Hosting Platform Information

Title of listing
Name of platform
url

Title of listing
Name of platform
url

Title of listing
Name of platform
url

Acknowledgements

Instructions: Initial next to each statement verifying that you understand and agree to follow each of these conditions in order to retain a STR Permit:

Initials	Statement
	House Rules. A copy of the House Rules will be posted in a visible location for guests.
	Camping. Camping is not permitted on the STR property.
	The STR permit will be displayed in the dwelling unit in a place where it is easily visible to the occupants (on or about the inside of the front or main door of each dwelling unit)
	Emergency contact information will be posted in the dwelling unit in a place where it is easily visible to the occupants.
	Emergency exit plan and location of fire extinguishers shall be posted in each dwelling where it is easily visible for guests.
	Guests shall be made aware of the property lines and notified that that they may be liable for illegal trespassing.
	Guests must obey local noise ordinances. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing and unnecessary noise shall not occur, including during quiet hours between 10pm and 7am.
	Rental arbitrage is not permitted on properties with an STR Permit.
	Transfer. STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, or properties, except to a spouse, parent, or naturally born/legally adopted child or sibling. If a permitted property is sold, the new owners shall submit a completed STR permit application, and nonrefundable STR permit application fee to the STR Permit Administrator within 30 days of the date of new ownership to continue operation as an STR.
	STR permits are valid for up to one year. Permits expire on January 31 each year. It is the owner's responsibility to renew the STR permit each year. If a permit is not renewed by the expiration date it is understood that the STR will be operating without a permit and subject to fines.
	The STR unit(s) shall not be used for any other commercial use or commercial event space.
	Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves will be shared with all guests. If fires are not allowed, that information will be conveyed to guests.
	Pools. If the property has a pool, hot tub or other swimming appurtenance, a clear list of requirements related to pool use, including an explanation of the use of required barriers, latches, alarms, or electrical disconnects will be shared with all guests.
	Garbage. Procedures for disposal of garbage and recycling shall be shared with guests.
	By accepting a STR Permit, I acknowledge that the property may be inspected by the Code Enforcement Officer to verify compliance with New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit.
	Renewal Application. The STR Permit Administrator may deny a renewal application based on noncompliance with STR regulations or conditions of the Special Use Permit, or upon failure of a fire safety inspection in any aspect of that inspection. The STR Permit holder may appeal the denial to the Development Board.

	If any information submitted as part of this application changes before the time of renewal of an STR Permit, the applicant must submit changes in writing to the Community Development Department via email to comdevassist1@saranaclakeny.gov.
	Agree to follow any conditions relating to the approval of the Special Use Permit.

Certification

Applicant's Signature _____ **Date** _____

If Applicant is not the property owner:

Property Owner Name: _____

Property Owner Signature: _____ **Date** _____