



Phone: 607.433-3435
 Fax: 607.432-0945
 Internet Address:
 www.oneonta.ny.us
 E-Mail Address:
 codeenforcement@oneonta.ny.us

CODE ENFORCEMENT OFFICE
 City Hall, 258 Main Street
 Oneonta, NY 13820-2589

2018
Short Term Rental Permit

New Application

**The permit is valid for a period
 of six (6) months**

Application Fee:	\$ 250.00
Received By:	_____
Date Received:	_____

Property Address: _____
 Tax Map Number: _____
 Property Owner's Name: _____
 Phone Number: _____
 Email Address: _____
 Mailing Address: _____

Indicate six (6) month period for which permit is requested. Must provide dates.

From: _____ To: _____

Emergency Contacts (not the designated local agent):

	<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
1)	_____	_____	_____
2)	_____	_____	_____

The following must be provided as attachments to this short term rental application:

- Non-refundable application fee
- Copy of the local agent & emergency contact (2 required) posting that will be placed in each dwelling unit on the premises.
- Copy of the letter sent to property owners within 200 feet of the rental property accompanied with a notarized list of property owners to which the letter was sent. The list must include tax map numbers. (Attachment A)
- Site plan drawings showing location of building on lot, property lines, off-street parking, driveway & trash storage facilities.
- Floor plan drawings showing room uses, approximate room dimensions doors & windows for each floor that is to be used as a short term rental.
- Oneonta Police Department Certification Form (Attachment B)
- Local Agent Designation form: required only if the property owner does not live locally

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Short Term Rental Application**

Attachment A

Sample Neighbor Letter

(To be used by Applicant as a Model Letter to send to Neighbors within 200 feet via regular first class mail)

Dear Neighbor,

As per Chapter 300 of the Zoning Code of the City of Oneonta, this letter is to inform you that I will be submitting an application to the City of Oneonta for a 2018 Short Term Rental for the property located at _____ (address) for a six month period beginning _____ (date).

Name of Property Owner: _____

Phone Number of Property Owner: _____

Name of Local Agent (if applicable): _____

Phone Number of Local Agent: _____

In addition to the above property owner & local agent are the names & phone numbers of two other contact persons in the event of complaints or problems with Short Term Rental.

Contact #1:

Contact #2:

If you should have any questions or concerns, please do not hesitate to contact me.

Sincerely,

**2018
Short Term Rental Application**

Attachment B

Oneonta Police Department Certification Form

(To be submitted to the Police Department by the Applicant. To be submitted to the Code Enforcement Office by the Police Department.)

Address of Proposed Short Term Rental: _____

I, _____, being a duly authorized official of the City of Oneonta Police Department do hereby attach the incident list/report for the property.

Oneonta Police Department Representative Signature

Date