



# SHORT-TERM RENTAL PERMIT APPLICATION

Tax Map Number: \_\_\_\_\_ Property 911 address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Local Contact Person (if other than the owner): \_\_\_\_\_

Local Contact Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parcel Size (acreage or sq. ft): \_\_\_\_\_ Zoning District \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Year Built \_\_\_\_\_

Maximum Occupancy (per Warren County Building Codes and Fire Safety): \_\_\_\_\_

Warren County Occupancy Tax Certificate # and Date Issued: \_\_\_\_\_

## Required Documents to be submitted with the application:

- Vesting Deed and HOA Approval (if applicable)
- Site Plan of the Property
- Septic Inspection Report
- Warren County Building Code Inspection
- Warren County Occupancy Tax Certificate

***The undersigned hereby applies for a Short-Term Rental Permit and we hereby authorize The Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# INSTRUCTIONS FOR SHORT-TERM RENTAL PERMIT APPLICATION

An application for a Short-Term Rental (STR) Permits or renewal shall be made on the Town's STR Permit Application. The form is provided by the Zoning and Planning Office or can be found on-line @ [horiconny.gov](http://horiconny.gov). When completed the form is to be returned to the Zoning Administrator and must be signed by all persons that have an ownership interest in the proposed STR Property.

The completed application must be accompanied by:

	A copy of the vesting deed or other document showing how title to the proposed STR Unit is held.
	A list of the proposed STR Hosts including names, addresses, telephone numbers and e-mail addresses.
	Proof of a satisfactory inspection of the STR Rental Property by the <b>Warren County Department of Fire Prevention and Building Codes</b> .
	Proof of a satisfactory septic inspection conducted at the STR Host's expense by a <b>NYSDEC</b> licensed septic waste transporter conducted no more than one year prior to the initial application.
	Proof of Certificate of Authority issued by the <b>Warren County Treasurer's Office</b> authorizing collections of the Warren County Occupancy Tax for STR Rentals.
	A <b>site plan</b> for the proposed STR Property showing all building locations and off-street parking areas. (It is not required to be professionally drawn).
	The name, address and telephone number of a local primary Contact Person who shall be able to respond within one hour while the STR Unit is being rented.
	A written waiver of deed restrictions(s), covenant or HOA rule, if applicable.
	Payment of the STR Permit fee, \$200.

See **FURTHER INFORMATION** below for details

## **STR Units are also required to:**

A. A STR Property shall not be rented to more persons than the occupancy load as determined by the Warren County Department of Fire Prevention and Building Codes for such habitable space. In no case shall maximum occupancy exceed the provisions of the New York State Department of Health regulation (Appendix 75A) residential onsite wastewater treatment system specifications.

B. The current STR Permit shall be posted inside the STR Unit whenever it is rented and shall be visible upon entry.

C. Rules and regulations imposed by the STR Host shall be posted in a conspicuous location at the STR Unit premises and readily accessible to the renters/occupants. The content and intent of these rules and regulations is to assure public health, safety, and general welfare by promoting a



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clean, wholesome and attractive environment for the owner's property, adjacent property owners and the neighborhood.

D. The STR Host shall make available a copy of their current STR Permit, if requested by any nearby residential property owner within a 250' radius of the boundaries of the STR Property.

E. A garbage collection plan shall be in place during rental periods. Garbage containers shall be secured with tight fitting covers to prevent leakage, spillage, odors, and attracting wildlife. Curbside garbage pickup containers shall be removed from roadways within 12 hours of pickup. A schedule of the Town of Horicon Transfer Station hours shall be provided with the STR Permits.

F. A STR Property shall provide off-street parking with at least one space for every four (4) guests.

G. A STR Property shall be operated in accordance with all special conditions imposed specific to the Permit.

H. A STR Property shall have an E911 house number sized and placed to be highly visible from the street or road.

I. The STR Host must provide accurate information to the Zoning Office regarding any changes from the information originally supplied at the time of Application.

J. No tent, canopy, travel trailer, motorhome, camper, yurt, vessel, motor vehicle or temporary structure shall qualify for use or occupancy as a STR Rental Unit in the Town of Horicon.

K. The operation and appearance of a STR Property shall not interfere with the residential character of the premises, including the surrounding properties or the neighborhood. No "FOR RENT" advertisement signs shall be permitted at the STR Property.

L. No firework displays shall be permitted at a STR Rental Property.

Upon the filing with the Zoning Office of a Permit Application, Permit Fee and all documents required, the Zoning Administrator shall have thirty (30) days to review the application and either issue a STR Permit, with or without conditions, or notify the applicant in writing that the application has been denied and state the reason or reasons for denial. All issued Permits shall bear the signature of the Zoning Administrator.



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## FURTHER INFORMATION:

**Town of Horicon Online Short-Term Rental Applications** can be found at <https://horiconny.gov/zoning-planning/>

**Warren County Building Codes and Fire Safety** phone number is 518-761-6542. The inspection fee, at the time of this writing, is \$80 and is to be paid by the applicant. Call to schedule an inspection.

**Warren County Treasurer's Office** phone number is 518-761-6375. The webpage link for Occupancy Tax registration applications is <https://www.warrencountyny.gov/treasurer/bedtax>

A **NYSDEC licensed septage waste transporter** may certify an onsite wastewater treatment system for its size and proper functioning. An inspection certification shall include the following items:

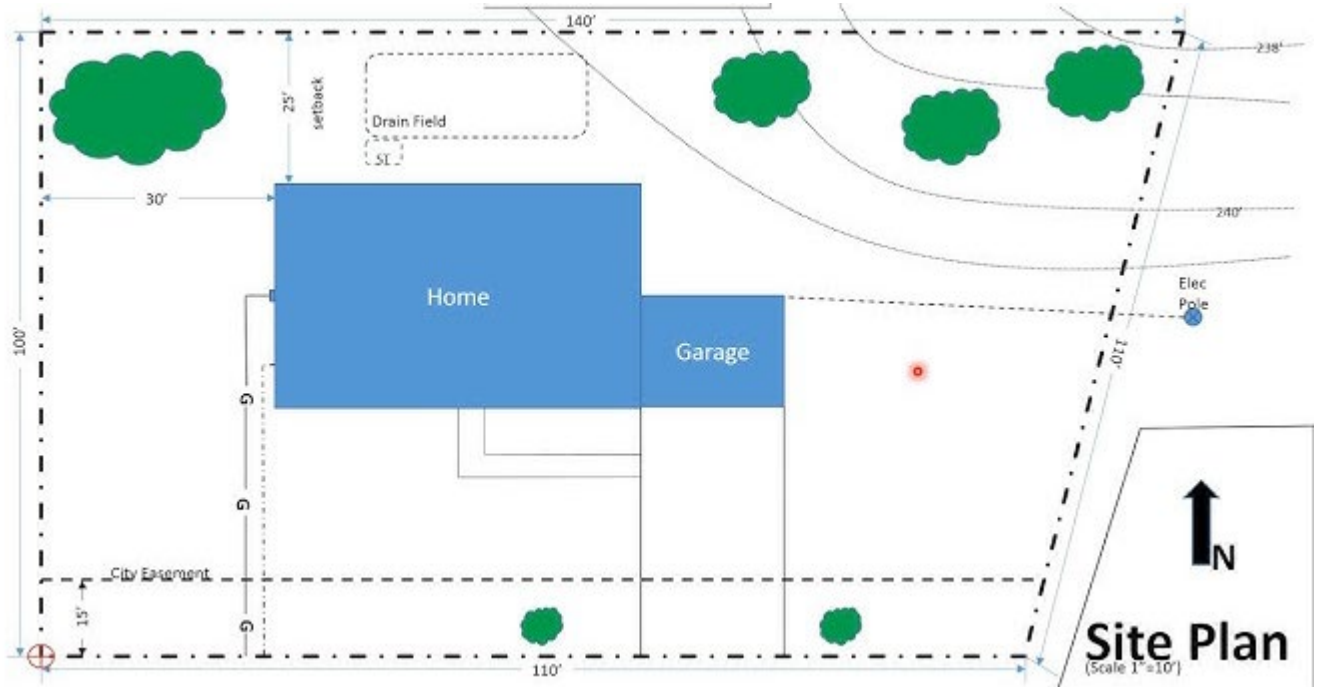
- There is a treatment system;
- There is no discharge of effluent directly or indirectly to the ground's surface with surface breakouts, ponding, or saturated soil areas;
- There are no direct pipes visible discharging grey water;
- There is no backup of sewage into the dwelling.

This requirement will not be necessary for new systems which have been installed within the last three (3) years or renewal permits unless the application seeks to increase occupancy from the prior permit.

A **Site Plan** should show the location of the house, parking areas, and other pertinent features with distances noted.



# INSTRUCTIONS FOR SHORT-TERM RENTAL PERMIT APPLICATION



The Zoning Office is available to assist you with any questions regarding the permit application.