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

**2021  
 Short Term Rental Permit**

**New Application**

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

Application Fee:	\$ 300.00
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
- A copy of a valid Certificate of Compliance
- Proof of insurance or evidence that a third party hosting platform provides any required insurance.



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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 2021 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,

**2021  
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