

SHORT-TERM RENTAL - PLOT DIAGRAM

Instructions: Clearly and distinctly locate all buildings and parking area(s) plus their dimensions, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water, creeks, and/or shorelines. Indicate whether it is an interior or corner lot. Also indicating "North" is helpful. Use additional sheet(s) for detail if necessary.

Rear line _____ ft.

Setback from rear line _____ ft.

Setback from side line (A) _____ ft.

Setback from side line (B) _____ ft.

Setback from front line _____ ft.

Frontage _____ ft.

_____ Road

INSTRUCTIONS for Plot Diagram and Floor Plans:

Per Town Code Chapter 132, §132-4(A)(6), the application shall include the following details as described below. Use additional sheets as necessary.

- (6) An accurate suitable floor plan for each level of the dwelling that can be occupied measuring at least 8.5 inch by 11 inch, drawn to scale and certified by the applicant. The floor plan does not need to be prepared by a professional, but must include the following:
 - a. The location of buildings and required parking.
 - b. Basement – location of house utilities and all rooms including bedrooms, windows, exits and any heating/cooling units.
 - c. First floor – all rooms including bedrooms, windows, exits and any heating/cooling units.
 - d. Second floor – all rooms including bedrooms, windows, exits and any heating/cooling units.
 - e. Attic (if present) – all rooms including bedrooms, windows, exits and any heating/cooling units.

! Include and sign the following attestation with each of these and all drawings:

*I certify that the accompanying dwelling Plot Diagram and Floor Plans are **complete and accurate** representations of the property in this application.*

_____ / / _____
 Applicant's signature Date

COMPLIANCE CHECKLIST

TO BE COMPLETED BY THE APPLICANT TO [SUBMIT WITH THE APPLICATION](#)

Address of proposed short-term rental _____ / / _____
 Property owner _____

Check below *IF* the item *Complies*.

Make any important notations about issue(s) of deficiency/non-compliance at the end of this document.

A. Property Requirements

- (1) Property must comply with and meet all current *NYS Uniform Building Codes*.
- (2) There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
- (3) Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke detecting or other alarm device.
- (4) There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the permit holder(s) to ensure each contains a full charge. A record of the date inspected initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer upon request.
- (5) The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
- (6) Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- (7) Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code Enforcement Officer during the permitting process. Any defects found shall be corrected prior to permit issuance.
- (8) All fireplaces shall comply with all applicable laws and regulations.
- (9) The property must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.
- (10) Maximum occupancy for each Short-Term rental unit shall not exceed two (2) people per bedroom shown on the floor plan included with the application and two (2) people per minimum full size convertible sleeping accommodation furniture (i.e. futon, hide-a-bed) also identified on the floor plan. The maximum occupancy of a Short-Term rental Unit shall not exceed twelve (12) people, including permanent residents and renters.
- (11) In the event that the property has a septic system, the maximum occupancy shall be defined by the capabilities of the septic system, but in no event shall overnight occupancy for any Short-Term Rental Unit exceed twelve (12) people total.

- (12) A septic system at the property must meet all state requirements.
- (13) The septic system must have been pumped within the past four years and proof of pumping and satisfactory inspection by a qualified septic disposal firm shall be available to the Code Enforcement Officer. Once a Short-Term Rental permit is issued, the septic system must be pumped at least once every two years.
- (14) The water supply to the property must meet all State requirements.
- (15) No signage shall be permitted on the premises.

B. Insurance Standards

- All applicants and permit holders must provide "Evidence of Property Insurance" and a "Certificate of Liability Insurance" indicating the premises is rated as a Short-Term Rental and maintain such insurance throughout the term of the Short-Term Rental permit.

C. (Garbage management)

- Provisions shall be made for weekly garbage removal during rental periods.
- Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors, and placed where they are not clearly visible from the road except at approximate pick-up time.

D. Rental Contract

All applicants and permit holders must have a rental contract, which includes the following:

- (1) Maximum property occupancy.....**APPROVED:** number of allowable occupants
- (2) Maximum on-site parking provided....**APPROVED:** number of allowable parking spaces; and
- (3) Good Neighbor Statement stating:
 - a. The Short-Term Rental is in a residential area in the Town of Cazenovia and that renters should be considerate of the residents in neighboring homes.
 - b. Guests are required to observe quiet hours from 9:30 p.m. – 7:30 a.m.
 - c. All renters will be subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct.
 - d. Littering is illegal and failure to dispose of pet waste properly (if applicable) is prohibited.
 - e. Recreational campfires must be attended and flames shall be no higher than three feet from base.

Submit this form with your application and fee to

Code Enforcement Officer Town of Cazenovia 7 Albany Street Cazenovia, NY 13035

(Signage)

The following are *prominently displayed inside and near the front entrance* of the property:

- Short-Term Rental permit;
- Maximum occupancy limit;
- Maximum parking;
- Contact form; and
- Standards.

Notations regarding any issue(s) of deficiency/non-compliance:

Owner/Applicant's signature

/ /
Date

Code Enforcement Officer's signature

/ /
Date