

**VILLAGE OF ALLEGANY**  
**APPLICATION FOR A SHORT-TERM RENTAL (STR) UNIT PERMIT**

106 East Main Street

Allegany, NY 14706

Phone 716-373-1460

Fax 716-373-4388

**FEE: \$ 70.00**

**Quarterly Inspection fee: \$20.00**

**SECTION I – APPLICANT AND AGENT INFORMATION**

Print name of applicant \_\_\_\_\_

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

Business Phone \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Check whether applicant is owner \_\_\_ or lessee \_\_\_ of the premises.

Name of owner of premises if different than applicant \_\_\_\_\_

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

Business Phone \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

If applicable, name of local agent \_\_\_\_\_

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

Business Phone \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

If owner or applicant is a corporation, give name and title and signature of duly authorized officer.

\_\_\_\_\_  
Name and Title of Corporate Officer

\_\_\_\_\_  
Signature

**SECTION II – RENTAL PROPERTY INFORMATION**

Physical Address of Rental \_\_\_\_\_

Description of STR Unit \_\_\_\_\_

Check whether STR is entire house \_\_\_\_\_, entire apartment \_\_\_\_\_, or a private room \_\_\_\_\_.

Amount of STR units in the building \_\_\_\_\_

Amount of off-street parking spaces on-site that are exclusively for this STR unit \_\_\_\_\_

Amount of off-street parking spaces off-site that are exclusively for the STR unit, if applicable \_\_\_\_\_

Location and owner of off-site parking spaces \_\_\_\_\_

**SECTION III – ATTACHMENTS REQUIRED TO THIS APPLICATION**

- 3.1 If applicant is not owner of premises, a notarized landlord authorization to sublet the unit as a STR must be included with application.
- 3.2 If applicant is not owner of the off-site parking premises, a notarized authorization from the off-site parking premises owner or owner’s agent to utilize the off-site parking must be included with application.
- 3.3 A copy of the Certificate of Authority issued by the Cattaraugus County Treasurer’s Office to collect an Occupancy Tax.
- 3.4 A Certificate of Liability Insurance listing the Village of Allegany as the Certificate Holder issued by the applicant’s insurance company.

**SECTION IV – YOUR ACKNOWLEDGEMENTS, AGREEMENTS AND SIGNATURE**

- 4.1 I agree to comply with all applicable laws, ordinances and regulations.
- 4.2 I certify that each bedroom has a working smoke alarm, that there is a working carbon monoxide detector on each floor, that there is a working fire extinguisher in each kitchen and near each outdoor cooking area, and that I or my local agent will check on those devices at least every 90 days.
- 4.3 I acknowledge it is my or my authorized agent’s responsibility to call for all required inspections.
- 4.4 I agree to allow access to the property for inspections.
- 4.5 I acknowledge that nothing contained in this permit shall be construed to satisfy any legal obligation of the applicant to obtain any governmental application or permit from any entity other than the Village of Allegany.

DATE \_\_\_\_\_SIGNATURE OF APPLICANT\_\_\_\_\_

DATE \_\_\_\_\_SIGNATURE OF AGENT\_\_\_\_\_

**SECTION V – OFFICE USE ONLY (To be completed by the Code Enforcement Officer)**

Number of Bedrooms in STR unit \_\_\_\_\_ Maximum Occupancy \_\_\_\_\_

Does the number of off-street parking spaces meet the requirements for residential off-street parking? \_\_\_\_\_

**PERMIT REQUIREMENTS**

*Inspection.* Submit the property to annual inspection for compliance with applicable codes and ordinances. Should a premises fail inspection, the initial re-inspection shall be free of charge. Failure to satisfactorily complete an inspection shall be grounds for withholding a permit or deeming an existing permit to be immediately void.

*Changes in information.* The owner shall notify the Village in writing within 30 days of any change in the information provided on the application form. An owner of a short-term rental unit shall notify the Village in writing within ten days of any change in the designated local agent.

*Procedure.* Submit the application to the Code Enforcement Officer, who shall refer any application for a Short Term Rental Unit located in an R2 or R3 to the Planning Board to determine the suitability of the Short Term Rental Unit at the proposed location. Applications for a Short Term Rental Unit located in a B1, B2, or B3 shall be subject to approval by the Code Enforcement Officer. Short Term Rental Units are not permitted in R1 and I1 zoning districts.