



**Village of Nelsonville**

**SHORT-TERM RENTAL PERMIT APPLICATION**

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH APPLICATION FOR REVIEW:**

- \_\_\_ Completed Short-Term Rental Application Form. (Application below)
- \_\_\_ Proof of receipt of New York State STAR Credit Check, **OR** STAR property tax exemption for the short-term rental property (shown on Haldane School tax bill or receipt).
- \_\_\_ Proof of insurance on the proposed STR unit in the amount of at least \$500,000.
- \_\_\_ Signed and notarized certification stating that the property is the owner's primary residence. (Certification below)
- \_\_\_ Initial application/registration fee: \$250.00
- \_\_\_ If proposed STR unit has a shared driveway, must show proof of access easement or signed statement from shared driveway users consenting to guests utilizing the driveway.

**\*Inspection will be arranged by the Village Code Enforcement Officer after application is reviewed.**

**Fees:**

- Initial registration of STR unit is \$250
- Annual renewal of registration of STR Unit is \$150
- If needed, first re-inspection is free
- If needed, second or more re-inspections are \$50 each

**NELSONVILLE SHORT-TERM RENTAL APPLICATION FORM**

**1. Property Owners**

a. Names:

\_\_\_\_\_

b. Address:

\_\_\_\_\_

c. Phone No.:

\_\_\_\_\_

d. Email Address:

\_\_\_\_\_

**2. Responsible Designee (*\*Either Owner or Designee must be available to assist within 30 mins if there is an issue. Please notify Village Office of any changes to Emergency Contact info.*)**

a. Name:

\_\_\_\_\_

b. Address:

\_\_\_\_\_

c. Phone No.:

\_\_\_\_\_

d. Email Address:

\_\_\_\_\_

**3. DESCRIPTION OF PROPERTY**

a. Property Address:

\_\_\_\_\_

b. Tax ID: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ (*Village Office can find if unknown*)

c. Total number of proposed STR dwelling units within building or property: \_\_\_\_\_

d. Total number of bedrooms inside the dwelling unit: \_\_\_\_\_

e. Total number of bathrooms inside the dwelling unit: \_\_\_\_\_

f. Total number of rooms proposed for STR use: \_\_\_\_\_

g. Location of each such dwelling unit or individual bedroom within the building:

---

---

h. The number of persons proposed to be accommodated in each bedroom available for short-term rental use: (Per law, maximum of 2 adults per bedroom).

---

---

**4. Type of STR Permit being sought:**

\_\_\_\_ Class A - Under 30 day stays, up to a maximum 100 total days per year.

\_\_\_\_ Class B - Up to 2 one-week long rentals per year, no more than 14 days per year.

---

***For Village Office Use Only:***

Time & Date Application Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Disapproved: \_\_\_\_\_

# of guests approved for occupancy: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

**Village of Nelsonville - Short Term Rental**

**CERTIFICATION FORM**

*(Must be notarized)*

I, \_\_\_\_\_, certify that (a) I reside at the property and it is my primary residence; (b) the property is fit for human habitation and safe; (c) I will comply with all of the conditions and restrictions of the short-term rental permit; (d) no portion of the area used for short-term rentals will utilize a cellar or attic, or any portion thereof, as habitable space unless it meets the requirements of the Fire, Residential and Building Codes or successor law; (e) the property is in compliance with the applicable provisions of the Village Code, the New York State Code and applicable Fire, Building, Electrical and Property Maintenance Codes; and (f) the required building permits and certificates of occupancy are in place for all existing structures on the property if applicable.

\_\_\_\_\_  
Owner Signature

Date \_\_\_\_\_

Signature Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public