

**Town of South Bristol Code Enforcement Office**  
**Procedure for Obtaining an Initial Short-Term Rental Permit**

1. Call to schedule an in-person appointment with Diane Graham for review of the short-term rental permit initial application.
2. When determined that the application is complete, the application will be given to the Code Enforcement Officer to be put in the queue.
3. The Code Enforcement Officer schedules and completes the property inspection and determines occupancy.
4. When the property is determined to be in full compliance by the Code Enforcement Officer, a fee (\$150.00 per occupant) is received, and a permit is issued.
5. If we have reached 110 short-term rental permits, we can add your name, property address and contact information to a waiting list for the next available opening.



# Town of South Bristol

## Code Enforcement Office

6500 West Gannett Hill Rd  
Naples, NY 14512-9216  
www.southbristolny.org  
585.374.6341

### Short-Term Rental Permit Initial Application

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

Property Address \_\_\_\_\_

Tax Map \_\_\_\_\_ Zoning District \_\_\_\_\_

#### Short-Term Rental Information

Bedrooms \_\_\_\_\_

Occupants \_\_\_\_\_ (Maximum two people per bedroom including children)

Onsite parking spaces \_\_\_\_\_

Water Supply  Private  Public

Onsite Wastewater Treatment System  Private  Public

#### Chapter 141 Short-Term Rental Permit Requirements and Standards

- Signatures of all owners of the subject property, including all partners, members, shareholders, etc. of the ownership entity
- Proof of manager for LLC, Family Trust, Incorporated, etc.  N/A
- Certified copy of recorded vesting deed to property
- Current in-force certificate of insurance
- Accurate floor plan for each floor, all external buildings and parking spaces, emergency evacuation routes shown in red for each bedroom on floor plan
- Rental contract defining your policies including maximum property occupancy, maximum onsite parking spaces and good neighbor statement
- Complete inspection report of onsite wastewater treatment system properly sized for the number of bedrooms (finding all components and in good working order) within 90 days of the application  N/A
- Current property safety inspection by third-party electrical inspector
- Proof fireplace chimney was cleaned with the calendar year  N/A
- Potable well water report  N/A
- Local contact name, address, telephone number and email address
- List all public advertising websites and listing identifiers
- If rental unit is accessed by a shared or common driveway by way of an easement of record or other right-of-way, provide proof of an existing driveway agreement providing for clear maintenance and snowplowing obligations as between owners and neighbors sharing the driveway in writing  N/A

## All Property Owners

The undersigned represents and agrees, as a condition to the issuance of a permit, that the Short-Term Rental shall be operated in accordance with the Town of South Bristol Town Code, Town of South Bristol Zoning Law, and the New York State Uniform Fire Prevention and Building Code, and any plans and specifications annexed thereto. That I (we) have read Chapter 141 (Short-Term Rentals) and Chapter 113 (Noise) of the South Bristol Town Code and am familiar with those provisions. That current owner(s)/applicant(s) has not had a short-term rental permit revoked within the previous calendar year from the date of this application. As a condition of obtaining and maintaining a short-term rental permit, the owner(s)/applicant(s) hereby gives consent to the Code Enforcement Officers to enter the subject short-term rental property for inspection, ongoing compliance with Chapter 141, the investigation of any complaints, or any alleged violations of Chapter 141, Chapter 113, or any other provisions of the South Bristol Town Code.

**Property Owner** \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner** \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner** \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner** \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner** \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner** \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Code Enforcement Office**

**Floor Plan Review and Property Inspection**

Property address \_\_\_\_\_

- No existing zoning or building code violations \_\_\_\_\_
- Floor plan review \_\_\_\_\_
- The rental unit is accessible by emergency medical, fire vehicles and fire equipment.
- House numbers are located at both the road and on the dwelling unit and clearly visible from both the road and driveway.
- Meets current New York State Uniform Fire Prevention and Building Code compliance for egress from all habitable spaces and associated bedrooms, etc.
- Exit doors and windows are operational, and all passageways to exterior doors and windows are clear and unobstructed.
- Emergency evacuation procedures were posted in each bedroom.
- Functioning smoke and carbon monoxide detectors as required by the New York State Uniform Fire Prevention and Building Code.
- ABC fire extinguishers are clearly visible on each floor and in the kitchen.
- Refuse/garbage secured in adequate containers.
- Shared or common driveway signage directing tenants to the property.  N/A
- The swimming pool is equipped with a pool alarm.  N/A
- The hot tub or spa is equipped with a lockable cover.  N/A
- Bedrooms for onsite wastewater treatment system capacity \_\_\_\_\_  N/A
- Maximum residential occupancy \_\_\_\_\_
- Maximum onsite parking spaces and their location (At least one parking space for every bedroom): \_\_\_\_\_

Complete application received \_\_\_\_\_

Property inspection scheduled \_\_\_\_\_

Application approved Yes  No  Reason \_\_\_\_\_

Permit fee \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_

Permit issued \_\_\_\_\_ Permit number \_\_\_\_\_

Code Enforcement Officer/Fire Marshal

Date

**Resolution 71-2014**  
**Enforcement of Zoning Administration and Enforcement**  
**of Fees, Charges, and Related Expenses**

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-95 (a) it is the direction of this governing board pursuant to Town Zoning Code Rules and Regulations that any and all fees, charges and other related expenses that are incurred for application of zoning permits, special use permits, variances, appeals, site plan approval, certificate of compliance, certificate of non-conformity and amendments to expenses incurred by the Town of South Bristol in the process and review of such applications by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol.

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-96 Consulting Fees it is the direction of this governing Board pursuant to Town Zoning Code Rules and Regulations that by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol shall have the right to determine whether to consult with professional outside consultants.

Whereas, exercising compliancy with the Town of South Bristol Zoning Code as reflected in the Town Zoning Code, the Town will bill all applicants for said fees, charges and other related expenses. The applicant shall pay as required all bills as rendered within 10 days.

Resolved, that all applicants are to sign an acknowledgement of receipt of this Resolution, acknowledging their acceptance of these terms.

Therefore, be it resolved, that the Code Enforcement Office is hereby directed to provide a copy of this Resolution to all applicable parties.

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**Applicant's Signature**

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**Date**