

VILLAGE OF PORT DICKINSON
786 Chenango Street
Binghamton, N.Y.

Application for a Short-Term Rental Permit

In completing this application, please review all applicable laws, including the Village of Port Dickinson Code Chapter 68 Short-Term Rentals. This application shall be submitted to the Village Code Enforcement Officer.

Application Type: Short-Term Rental Permit Renewal of Short-Term Rental Permit

Rental Property Owner(s): _____

Owner(s) Mailing Address(es): _____

Owner(s) Phone(s): _____

Owner(s) Email(s): _____

Rental Property Tax Map Number: _____

Rental Property Address: _____

Property Manager Name: _____

Property Manager Address: _____

Property Manager Phone: _____

Property Manager Email: _____

In the space below, provide a description of the manner in which lawn maintenance, garbage removal, snow and ice removal, and repairs to the property shall be maintained (*if more space is required, please attach additional pages*): _____

By filing this application, the undersigned applicant, being an owner(s) or authorized representative(s), consents and agrees to, acknowledges, affirms, and certifies as follows:

1. The applicant has reviewed and submits this application in compliance with the requirements of the Village of Port Dickinson Code, and all other applicable laws, rules, and regulations.

2. The applicant has submitted with this application the full nonrefundable permit application fee, which may be determined from time to time by resolution of the Board of Trustees of the Village of Port Dickinson.
3. The Code Enforcement Officer of the Village of Port Dickinson shall be entitled to inspect the property and the owner(s) shall allow the Code Enforcement Officer access to the rental property for said inspection to determine whether the property complies with applicable federal, state, and local laws, rules, and regulations.
4. That the property is in compliance with and shall remain in compliance with any applicable federal, state, and local laws, rules, and regulations.
5. If the owner(s) of said property does not reside or have a principal place of business in the Village of Port Dickinson, then a property manager or property management agency shall be designated to manage the property. Said manager's information is included herein.
6. An accurate and suitable site plan and floor plan of the short-term rental, including any buildings on the property that will not be utilized as the short-term rental, is included with this application. Said site and floor plan shall include the following: (i) the location of the buildings; (ii) the location of on-site and off-street parking; and (iii) for each floor of all buildings on the short-term rental property, the location of utilities, all rooms, windows, exists, and any heating/cooling units.
7. The applicant has attached to this application evidence of property and liability insurance coverage.
8. Upon submission of this application, the owner(s) shall notify adjacent property owners in writing, return receipt requested, that the owner(s) intend to operate a short-term rental at said property. This notification will include the names, phone numbers, and addresses of the property owner and manager, if any, who will be available for problems or emergencies that may arise and who the neighbors may contact in the event of complaints or problems relating to the short-term rental property.
9. If this application is for a renewal of a short-term rental permit, then the applicant shall have presented the current short-term rental permit along with said application and submitted the nonrefundable short-term rental permit fee, which may be determined from time to time by resolution of the Board of Trustees of the Village of Port Dickinson.

Applicant's Signature

Date