Town of Starkey

40 Seneca Street
Dundee, New York 14837
Email: Code@StarkeyNY.gov
Office: 607-243-7996
Fax: 607-243-7764

Application No.: _____
Date Filed: _____
Fee Paid: _____
Received By: _____
Decision _____ Date _____

Short-Term Rental Permit Application

Return the original completed application and attachments to the Code Official with the permit fee payable to the Town of Starkey. (Permit is for 3-years)

Part 1 - General Information

Applicant Contact Information

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone: Day _____ Night _____ Cell _____
E-Mail Address _____

Property Manager Contact Information (if different than owner)

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone: Day _____ Night _____ Cell _____
E-Mail Address _____

Part 2 – Property Details

Tax Map Number _____ Zoning District _____

Short Term Rental Location

Street Address _____
City _____ State _____ Zip Code _____

Number of sleeping rooms _____

Number of parking spaces _____

Maximum Occupancy _____

The applicant must attach the following documentation.

A. A drawing or sketch, drawn to scale of the property that shows:
    1. the property lines.
    2. all buildings and structures on the property.
    3. the location of the driveway and parking area
    4. the location of the wastewater system
B. A drawing or sketch, drawn to scale of the floor plan that shows:
    1. the location of the bedrooms and bathrooms
    2. the location of the smoke detectors
    3. the location of the carbon monoxide detectors
C. Provide a statement that all fire safety equipment is operational.

Part 3 – Wastewater System Requirements

The applicant must have the following completed:

A. Wastewater tank must be pumped
B. Wastewater tank inspection
C. Distribution box inspection

The applicant must provide a copy of inspection report to the Code Enforcement Officer.

Part 4 – Statement of Compliance

The applicant must provide a written statement of Compliance with the Short-Term Rental Regulations as per section 12.20 (7) of the Short-Term Rental Regulations.

Affirmation by Property Owner(s)

I declare that I am the lawful owner of this property and affirm under penalty of perjury that the contents of this application are true and correct to the best of my knowledge.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____