

[TOWN/VILLAGE]

Local Law No. [#] of the year 20[##]

A Local Law Amending the [TOWN/VILLAGE] [ENTER NAME OF LAND USE LAW/ZONING LAW/REDEVELOPMENT LAW] to add [ARTICLE/SECTION #], Entitled: Short-Term Rentals.

Be it enacted by the [TOWN/VILLAGE] Board of the [TOWN/VILLAGE] as follows:

A LOCAL LAW TO AMEND THE [TOWN/VILLAGE] TO ADD [ARTICLE/SECTION #] “SHORT-TERM RENTALS” TO REQUIRE OWNERS OF SHORT-TERM RENTALS TO OBTAIN A SHORT-TERM RENTAL PERMIT.

Section 1. Title

This local law shall be known as and may be cited as Local Law No. [#]-20[##], to amend the [TOWN/VILLAGE] [ENTER NAME OF LAND USE LAW/ZONING LAW/REDEVELOPMENT LAW] to add [ARTICLE/SECTION #] “Short-Term Rentals” requiring owners to obtain a Short-Term Rental permit from the [TOWN/VILLAGE] in order to continue or commence operation of a Short-Term Rental.

Section 2. Authorization

The [TOWN/VILLAGE] recognizes that it would be beneficial for the [TOWN/VILLAGE] to control and regulate the use of Short-Term Rentals within the [TOWN/VILLAGE]. The provisions of this section are intended to preserve and protect the health, character, safety, and general welfare of the residential neighborhoods and rural areas where Short-Term Rentals are operated, and to mitigate the adverse effects of Short-Term Rentals.

Section 3. Amendment

The [TOWN/VILLAGE] Code, shall be amended to add [ARTICLE/SECTION #] “Short-Term Rentals” as follows:

[SECTION/SUB-SECTION]. 1 Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

Short-Term Rental – Any portion of real property rented for compensation in exchange for lodging for a period of not more than thirty-one (31) consecutive days. This may include campgrounds, tent sites, or tent platforms, and other temporary structures on the parcel. For the purpose of this Article, the term “Short-Term Rental” shall not include a bed-and-breakfast, boarding/lodging house, hotel, motel, or ongoing month-to-month tenancies.

[SECTION/SUB-SECTION] 2. Presumption of Dwelling Unit as Short-Term Rental Property.

- A. The presence of the following shall create a presumption that all or a part of the property is being used as a Short-Term Rental:
 - (1) All or part of the property is offered for lease on a short-term rental website, including but not limited to Airbnb, Home Away, and VRBO, for a rental period of less than 31 days; and/or
 - (2) All or part of the property is offered for lease for a period of 31 days or less through any form of advertising.
- B. The foregoing presumptions may be rebutted by evidence presented to the Code Enforcement Office that the premises are not operated as a Short-Term Rental.

[SECTION/SUB-SECTION] 3. Required Permit.

- A. Owners shall not use their property as a Short-Term Rental without obtaining a revocable Short-Term Rental permit.
- B. A Short-Term Rental permit shall be valid for two (2) years and must be renewed thirty (30) days prior to the expiration of the current permit if the premises are to continue to operate as a Short-Term Rental.
- C. The Short-Term Rental permit is not transferable to a new owner. The new owner of the premises subject to a Short-Term Rental permit must file a new permit application.
- D. Notwithstanding the foregoing, those properties with Short-Term Rental commitments existing on the date this section takes effect shall be permitted to honor such existing commitments and continue to make commitments for Short-Term Rentals but must apply for a permit within 180 days of the Local Law's effective date for all future Short-Term Rental commitments. In the event such an application is denied, all commitments shall be canceled.

[SECTION/SUB-SECTION] 4. Short-Term Rental Permit Application Requirements.

- A. Applications for a Short-Term Rental Permit may be obtained at the [TOWN/VILLAGE] Offices. Short-Term Rental permit applications shall be submitted to the Code Enforcement Officer, accompanied by payment of a nonrefundable permit fee to be determined from time to time by resolution of the [TOWN/VILLAGE] Board. The following details are required with the submission of the application:
 - (1) The signatures of all owners or their designated agents.
 - (2) A statement authorizing the Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within this chapter.

- (3) An acknowledgment of present and ongoing compliance with the Short-Term Rental Standards as defined in this chapter, including, but not limited to, the demonstration of adequate off-road parking spaces for the proposed Short-Term Rental.
 - (4) A list of each property, including names, addresses, telephone numbers, and email addresses of each.
 - (5) The name, address, telephone number, and email address of a contact person, who shall be responsible and authorized to act on the owner's behalf to promptly remedy any violation of the standards outlined in this Section. The contact person may be an owner, or an agent designated by the owner(s) to serve as a contact person and shall respond to any correspondence or concern from the [TOWN/VILLAGE] Code Enforcement Officer within 24 hours.
 - (6) An accurate suitable floor plan for each level of the dwelling that can be occupied measuring at least 8.5 inches by 11 inches, drawn to scale and certified by the applicant. The floor plan does not need to be prepared by a professional, but must include the following:
 - a. The location of buildings and required parking.
 - b. Basement – location of house utilities and all rooms including bedrooms, windows, exits, and any heating/cooling units.
 - c. First floor – all rooms including bedrooms, windows, exits, and any heating/cooling units.
 - d. Second floor – all rooms including bedrooms, windows, exits, and any heating/cooling units.
 - (7) A statement that none of the owners of the subject property have had a Short-Term Rental permit revoked within the previous year for any rental properties owned individually or together with others.
- B. All completed applications are subject to a Floor Plan Review and Approval by the Code Enforcement Officer.
- C. Owners wishing to apply for a variance relating to sleeping capacity, parking capacity, or other standards stated below must petition to the Zoning Board of Appeals. Variance applications will be reviewed by the Zoning Board of Appeals in accordance with Article [#] of the [TOWN/VILLAGE] [ENTER NAME OF LAND USE LAW/ZONING LAW/REDEVELOPMENT LAW].

[SECTION/SUB-SECTION] 5. Short-Term Rental Standards.

A. Property Requirements

1. Property must comply with and meet all current NYS Uniform Building Codes.
2. There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors

- shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
3. Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke detecting or other alarm device.
 4. There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the permit holder(s) to ensure each contains a full charge. A record of the date inspected and initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer upon request.
 5. The house number shall be located both on the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
 6. Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
 7. Electrical systems shall be in good operating conditions, labeled, unobstructed, and shall be visible to the Code Enforcement Officer during the permitting process. Any defects found shall be corrected prior to permit issuance.
 8. All fireplaces shall comply with all applicable laws and regulations.
 9. The property must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.
 10. Maximum occupancy for each Short-Term Rental unit shall not exceed two (2) people per bedroom shown on the floor plan included with the application and two (2) people per minimum full-size convertible sleeping accommodation furniture (i.e., futon, hide-a-bed) also identified on the floor plan. The maximum occupancy of a Short-Term Rental Unit shall not exceed twelve (12) people, including permanent residents and renters.
 11. In the event that the property has a septic system, the maximum occupancy shall be defined by the capabilities of the septic system, but in no event shall overnight occupancy for any Short-Term Rental Unit exceed twelve (12) people total.
 12. A septic system at the property must meet all state requirements.
 13. The septic system must have been pumped within the past four years and proof of pumping and satisfactory inspection by a qualified septic disposal firm shall be available to the Code Enforcement Officer. Once a Short-Term Rental permit is issued the septic system must be pumped at least once every four years.
 14. The water supply to the property must meet all State requirements.

15. One sign identifying the Short-Term Rental shall be allowed measuring no more than six square feet on a side. The sign may be double-sided but not internally [weighted]. The location design and dimensions of the sign shall be reviewed and approved by the Code Enforcement Officer prior to issuance of the permit. If signage is desired after a permit has been issued, the Short-Term Rental permit holder must submit a request for review and approval to the Code Enforcement Officer prior to installation. If the property has vehicular access on more than one road, there may be one sign fronting on each road.

B. Insurance Standards

All applicants and permit holders must provide “Evidence of Property Insurance” and a “Certificate of Liability Insurance” indicating the premises are rated as a Short-Term Rental and maintain such insurance throughout the Term of the Short-Term Rental permit.

C. Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling, or odors, and placed where they are not clearly visible from the road except at approximate pickup time.

D. Rental Contract – All applicants and permit holders must have a rental contract, which includes the following:

1. Maximum property occupancy;
2. Maximum on-site parking provided;
3. Good Neighbor Statement stating:
 - a. The Short-Term Rental in the [TOWN/VILLAGE] and renters should be considerate of the residents in neighboring homes.
 - b. Guests are requested to observe quiet hours from 11:00 p.m. – 7:00 a.m.
 - c. All renters will be subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct.
 - d. Littering is illegal; and
 - e. Recreational campfires must be attended.

[SECTION/SUB-SECTION] 6. Procedure Upon Filing Application

A. Short-Term Rental permit applications shall be filed with the [TOWN/VILLAGE] Code Enforcement Officer with all supporting documentation and the nonrefundable permit fee. Only completed applications will be accepted by the [TOWN/VILLAGE]’s Code Enforcement Officer, who may decline to accept an application for consideration for any of the following reasons:

1. The application, and documentation required by this Section were not included or the full permit fee was not paid.

2. A previously issued Short-Term Rental permit was revoked within the past year and defects and/or violations have not been corrected by the applicant or inspected by the Code Enforcement Officer.
- B. Upon receipt of a completed Short-Term Rental permit application, adjacent property owners of the Short-Term rental will be notified of the application by the [TOWN/VILLAGE] via postcard or e-mail.
- C. For all documents and information required by this Section and the permit fee, the Code Enforcement Officer shall have thirty (30) days to conduct a property inspection to certify and approve that all Short-Term Rental requirements have been met.
- D. Upon approval of the Short-Term Rental Application by the Code Enforcement Officer, a Short-Term Rental Permit will be issued. Short-Term Rental permits issued pursuant to this Section shall state the following:
 1. The names, addresses, and phone numbers of each person or entity that has an ownership interest in the Short-Term Rental property.
 2. The name, address, and phone number of a primary contact person who shall be available during the entire time the Short-Term Rental property is being rented.
 3. The maximum occupancy and vehicle limits for the Short-Term Rental property.
 4. Identification of the number of and location of parking spaces available.
 5. Any conditions imposed by the Zoning Board of Appeals and/or Code Enforcement Officer.

[SECTION/SUB-SECTION] 7. Conformity and Display of Permit

- A. Short-Term Rental permits are subject to continued compliance with the requirements of these regulations.
 1. If the Code Enforcement Officer has probable cause to believe that the homeowner is not in compliance with the provisions of this Law, the Code Enforcement Officer may request permission from an owner of the Short-Term Rental permit to enter the premises and to conduct an inspection of the Short-Term Rental property for purposes of ensuring compliance with this Local Law. If the property owner refuses to permit the Code Enforcement Officer the ability to inspect the property, the permit will be revoked. If an inspection authorized herein is conducted, the Code Enforcement Officer shall use the results of such inspection in determining whether to revoke the permit.
 2. The Short-Term Rental permit maximum occupancy limit, maximum parking, contact form, and standards shall be prominently displayed inside and near the front entrance of the Short-Term Rental.

3. The Short-Term Rental permit holder shall ensure that current and accurate information is provided to the Code Enforcement Officer and that they notify the Code Enforcement Officer immediately of any changes, the Code Enforcement Officer issues an amended Short-Term Rental permit. The owners must immediately post the amended permit inside the front entrance of the Short-Term Rental.
4. The Short-Term Rental permit holder must conspicuously display the Short-Term Rental permit number in all advertisements for the applicable Short-Term Rental.

[SECTION/SUB-SECTION] 8. Compliance and Penalties.

- A. Violations of this Article or of any Short-Term Rental permit issued pursuant to this Law Article be subject to enforcement and penalties prescribed in this Law.
- B. If the Code Enforcement Officer either witnesses or receives a written complaint of an alleged violation of this Article or of any Short-Term Rental permit issued pursuant to this Article, the Code Enforcement Officer shall properly record such complaint and immediately investigate the report thereon. If the Code Enforcement Officer determines there is a violation of this code, the owners shall be notified in writing by first class mail and certified return receipt mail of said violations, and the Code Enforcement Officer may take any or all the following actions:
 1. Attach conditions to the existing Short-Term Rental permit.
 2. Suspend the Short-Term Rental permit. The Notice of Suspension shall be provided.
 3. Require corrective action that remedies the violation(s). The corrective action must be completed and approved within 30 days of Notice from the Code Enforcement Officer or the owner risks revocation of the Short-Term Rental permit.
 4. Issue a court appearance ticket for violation of a [TOWN/VILLAGE] law to the property owner and a copy filed with the [TOWN/VILLAGE] Clerk.
 5. Revoke the Short-Term Rental permit. Should a permit be revoked, all owners of the Short-Term Rental are prohibited from obtaining a Short-Term Rental permit on the property for one (1) year after the date of revocation. The Code Enforcement Officer shall send Notices of Revocation to property owners and shall file a copy with the [TOWN/VILLAGE] Clerk.

[SECTION/SUB-SECTION] 9. Application for Renewal of Permit.

Renewal permits will be granted for an additional 2-year term if the following conditions are met:

Disclaimer: This is a guidance document that should be further developed with the proper zoning law development process. Special considerations should be given to the municipality's comprehensive plan objective and goals, municipal enforcement capabilities, and agreement on the level of regulation needed and sought. Legal counsel should be sought to review before adoption.

- A. Application for renewal of the Short-Term Rental permit shall be made thirty (30) days prior to the expiration of the current permit and requires payment of renewal fee.
- B. At the time of application for renewal, the owner or designated agent must present the previous permit for Short-Term Rental.
- C. The property must have undergone an inspection performed by the Code Enforcement Officer.
- D. Any violations must be remedied prior to renewal of a permit for Short-Term Rental.

[SECTION/SUB-SECTION] 10. Grounds for Suspension or Revocation of Permit.

- A. The Code Enforcement Officer may immediately suspend a Short-Term Rental permit based on any of the following grounds:
 - 1. Applicant has falsified or failed to provide information in the application for a permit or the application for permit renewal.
 - 2. Applicant failed to meet or comply with any of the requirements of this Chapter.
 - 3. Owner is in violation of any provision of the [ENTER NAME OF LAND USE LAW/ZONING LAW/REDEVELOPMENT LAW] of the [TOWN/VILLAGE].
 - 4. Owner has violated any provision of the Penal Code of the State of New York, which violation occurred at, or related to the occupancy of the Short-Term Rental.
 - 5. Any conduct on the premises, which disturbs the health, safety, peace or comfort of the neighborhood or which otherwise creates a public nuisance.
 - 6. Removal or disrepair of any safety devices such as, but not limited to, smoke and carbon monoxide detectors, fire extinguishers, and egresses.

[SECTION/SUB-SECTION] 11. Appeals and Hearings.

The property owner is entitled to appeal the Code Enforcement Officer's determination to the Zoning Board of Appeals when a property owner's application for a Short-Term Rental Permit or a Short-Term Rental Permit Renewal is denied, or a Short-Term Rental Permit has revoked. A Notice of Appeal shall be filed with the [TOWN/VILLAGE] Clerk and the Zoning Board of Appeals within 60 days of the Code Enforcement Officer's filing of the denial or revocation with the [TOWN/VILLAGE] Clerk. A hearing shall be held by the Zoning Board of Appeals not more than 45 days after the filing of the Notice of Appeal.

Section V. Validity and Severability

Should any word, section, clause, paragraph, sentence, part, or provision of this local law be declared invalid by a Court of competent jurisdiction, such determination shall not affect the validity of any other part hereof.

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Section VI. Repeal, Amendment, and Supersession of Other Laws

All other ordinances or local laws of the [TOWN/VILLAGE] which are in conflict with the provisions of this local law are hereby superseded or repealed to the extent necessary to give this local law force and effect during its effective period.

Section VII. Effective Date

This Local Law will take effect upon filing in the office of the New York State Secretary of State.