

TOWN OF CASTILE

53 NORTH MAIN STREET
PO Box 179
CASTILE, NY 14427

585-493-2233
www.castileny.com

SHORT-TERM RENTAL APPLICATION FORM

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking Administrative Approval for a Short-term Rental in accordance with Sections §150-118 of the Town Code. The applicant is responsible for complying with established rules and procedures which are available for inspection from the Code Enforcement Officer.

Submit the completed application package with payment to the Town Clerk. Please make checks payable to the Town of Castile.

Application Fee: \$ _____ ☐ Check#: _____ Rec'd Date: _____ ☐ Cash

APPLICANT INFORMATION:

Applicant: _____ Corporation Name: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

SUBJECT PROPERTY INFORMATION:

Project Address: _____

Tax Map ID: _____ Zoning District: _____

PROPERTY MANAGEMENT COMPANY (if applicable):

Company Name: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

LOCAL 24-HOUR CONTACT INFORMATION:

Name: _____ Phone: _____

Name: _____ Phone: _____

RENTAL INFORMATION:

Number of Bedrooms: _____

Maximum number of guests/occupants: _____

Water Supply: Public ☐ Private (well) ☐

Wastewater: Public Sewer ☐ On-Site Wastewater (septic) ☐

I (we) hereby agree that the Short-Term Rental Dwelling will have and maintain:

- code compliant egress from all habitable spaces & associated bedrooms
- functioning Smoke and Carbon Monoxide Alarms as required by Uniform Code
- fire extinguisher in proximity of the kitchen
- house address numbers clearly visible from the public right-of-way
- egress doors and passageways which are operational and free and clear of obstructions
- electrical systems which are serviceable with no visual defects and free from unsafe conditions
- furnaces, and/or solid fuel burning appliances properly installed and adequately vented
- no existing Zoning or Building Code violations
- refuse/garbage properly disposed of within approved and adequate containers
- adequate Town Code compliant off-street parking for the dwelling unit
- the dwelling as a Single-Family Dwelling and will not rent individual rooms/areas within the dwelling
- a functioning on-site wastewater system sized properly for the number of bedrooms and guests utilizing the dwelling (if applicable)

TOWN OF CASTILE – CODE ENFORCEMENT OFFICE
SHORT-TERM RENTAL APPLICATION

The undersigned represents and agrees as a condition to the issuance of this permit that the Short-Term Rental will be operated in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and any plans and specifications annexed hereto.

Signature of Property Owner

Date

Owner's Name

Signature of Property Owner

Date

Owner's Name

PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER(S) SIGNATURE

Permit Application Approved? **YES** ☐ **NO** ☐

Is this an Annual Permit Renewal? **YES** ☐ **NO** ☐

Bed Tax Receipts Provided? **YES** ☐ **NO** ☐

Code Enforcement Officer

Date

Permit Issued	Permit Number	Fee
Short-Term Rental Fee		

Town of Castile
Short-Term Rental Schedule of Fees

Short Term Rental Application Fee	\$200.00
Short Term Rental Application Renewal Fee	\$40.00
Short Term Rental Violation (1st Offense)	\$75.00 (not to exceed \$350)
Short Term Rental Violation (2nd Offense)*	Minimum: \$350.00 Maximum: \$700.000
Short Term Rental Violation (3rd Offense)**	Minimum: \$700.00 Maximum \$1,000.00; imprisonment for a period not to exceed six (6) months, or both.

*For second violation(s) that occur within five (5) years

** For third or subsequent violation(s) that occur within five (5) years

Note: Fees are subject to change. Each week's continued violation shall constitute a separate violation.