



## Special Permit Application for Short-Term Rentals

This application is for a Special Permit to operate a Short-Term Rental (STR) within the Village of Pittsford. This permit process is designed to ensure that short-term rentals comply with local laws, zoning ordinances. Please complete all sections thoroughly. Incomplete applications may delay or result in denial of your permit.

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### Property & Owner Information

Property Address for Short-Term Rental:

Property Address:

Tax Account Number:

Zoning District: Traditional Downtown Design (TDD)  Village Gateway Business (VGB)   
Limited Office Residential (LOR)

### Owner Information:

Owner Name:

Owner Address:

Owner Primary Telephone Number:

Owner Email Address:

### Applicant Information (if different from Owner):

Applicant Name:

Applicant Address:

Applicant Telephone:

Applicant Email Address:

Applicant is:  Owner  Lessee/Tenant  Agent  Other (Explain): \_\_\_\_\_



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### Property Manager Information (if applicable):

Manager Name:

Manager Address:

Manager Primary Telephone Number:

Manager Email Address:

### Property Details:

Number of Dwelling Units on Property:

Number of Bedrooms in the unit to be used for Short-Term Rental:

Maximum number of occupants allowed for the rental unit (per local/state code):

Proposed maximum duration of any single rental stay:

Owner's Primary Residence:  Yes  No

(If 'No', an additional review may apply based on Village zoning)



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### Description of Proposed Short-Term Rental Operation

Provide a brief description of the proposed short-term rental operation. Include details on the type of rental (e.g., entire home, single room) and anticipated usage patterns.



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## **Administrative Use Only**

### **Short-Term Rental Review Criteria & Compliance Checklist**

The following items will be reviewed to determine compliance with Village ordinances and the promotion of public health, safety, and general welfare. Please initial next to each item, indicating your understanding and commitment to compliance.

#### A. Zoning and Local Law Compliance:

Zoning District: Property is located within a zone officially permitting Short-Term Rentals as per Village Zoning Ordinance.

Density/Lot Requirements: Property complies with any specific density, lot coverage, or proximity requirements for Short-Term Rentals.

Residential Rental Property Permit: Owner will obtain/has obtained a valid Residential Rental Property Permit per Chapter 154 of the Village Code, if applicable.

Occupancy Limits: Maximum occupancy limits (as defined by Village/State Code) for the rental unit will not be exceeded.

Parking Regulations: All applicable parking regulations for the property and for short-term rental guests will be satisfied and complied with.

Property Maintenance: The property will be maintained in accordance with all applicable Village, State, and Federal property maintenance regulations.

Dumpster Usage: Dumpsters are prohibited for anything other than incidental short-term use, and refuse is managed according to Village Code.

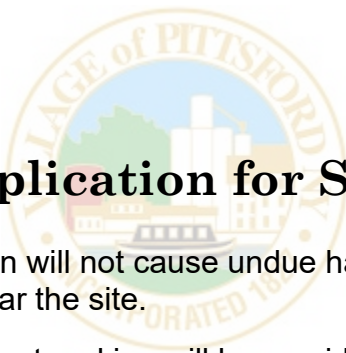
## **Administrative Use Only**

#### B. Impact & Nuisance Mitigation:

Public Health, Safety, and Welfare: The operation will not create a hazard to the public health, safety, or general welfare.

Neighborhood Character: The operation will not substantially alter the character of the neighborhood or interfere with residents' normal use of their property due to noise, dust, glare, odor, vibrations, or other similar nuisances.

Traffic & Access: The operation will not cause significant traffic congestion, create traffic hazards, or pose vehicular/pedestrian hazards.



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Environmental Impact: The operation will not cause undue harm to or destroy sensitive natural features or historic properties on or near the site.

Parking Adequacy: Adequate off-street parking will be provided for the rental property and its guests, without causing a parking shortage for nearby businesses or residents.

Refuse Management: A plan is in place for adequate refuse and recycling collection and management that will not pose a nuisance to neighbors.

Utilities & Services: Property will be adequately served by existing water, sewer, and other public facilities and services.

Public Nuisance: The operation will not create a public nuisance through noise, light, traffic, or odors that would annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of a reasonable person.

Community Impact: The operation will not result in an excessive or significant negative impact on the community that cannot be mitigated.

### **Administrative Use Only**

#### C. Operational Requirements:

A designated local contact person (owner or agent) will be available 24/7 to respond to complaints within a reasonable timeframe (e.g., 1 hour).

Emergency contact information for the owner/agent and local emergency services will be clearly posted on the interior of the property.

The rental permit number will be displayed on all advertisements for the short-term rental property.



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### **Application Review and Approval Process**

The following sequence outlines the typical review and approval process for this Special Permit application:

**Application Submission:** Submit the completed application form along with the required fee and any supporting documentation to the Village Clerk.

**Completeness Review:** The code enforcement officer will review the application for completeness. Missing information may result in delays.

**Zoning & Code Review:** The Building Inspector will review the application for compliance with zoning ordinances, Village Code (including Chapter 154), and other applicable regulations.

**Public Hearing Notification:** If deemed complete and preliminarily compliant, the applicant will be notified of the date for a Public Hearing before the Board of Trustees. The Village Clerk will provide public notice as required by law.

**Board of Trustees Review:** The application will be presented to the Board of Trustees at a scheduled meeting. The Board will consider staff recommendations, public input, and the review criteria outlined above.

**Decision:** The Board of Trustees will render a decision to approve, approve with conditions, or deny the Special Permit.

**Permit Issuance:** If approved, the Special Permit will be issued by the Building Inspector. Permits are valid for three-year and may be subject to renewal or revocation.



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### Fees and Declarations

A non-refundable application fee of \$ 250.00 is required upon filing.

Owner's Statement: I am the owner of the above property and I have read and approve this application. If the applicant is other than the owner, I authorize the applicant to proceed as agent.

Applicant's Name-Printed: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Statement: I hereby certify that the information submitted is, to the best of my knowledge, true and correct. I understand that any false statements or misrepresentations may result in the denial or revocation of the permit.

Applicant's Name-Printed: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: If any additional information is required by the Board during the review process or meeting, it is the responsibility of the applicant to provide such information prior to the deadline for the subsequent meeting, or it may not be considered.