

# TOWN OF MINA



## ANNUAL SHORT-TERM RENTAL (STR) PERMIT APPLICATION

<b>Part 1 – Owner Information</b>	
Applicant Name	
Rental Site Name	
Rental Site Physical Address	
Rental Site SBL and Zoning District	
Property Owner Name	
Property Owner Address	
Phone Number (cell)	(other)
Email address(es)	

  

<b>Part 2 – Requirements for Rental Property Permit (ALL Required - Attach Copies)</b>	
Chautauqua County Department of Health Septic System Report	
Chautauqua County Department of Health Water Test	
Chautauqua County Bed Tax Certificate	
Town of Mina Certificate of Occupancy and/or Certificate of Compliance	
Town of Mina Fire Inspection	
Certificate of Insurance with Dates, Liability Coverage & Town of Mina Named	
Certificate of Insurance to Rent Motorized Watercraft or Affidavit Stating that Owners Do Not Authorize Paying Guests to Use Their Motorized Watercraft	
Off Street Parking Plan	
Affidavit on Maximum Number of Bedrooms to Be Rented	
Payment of Annual Short-Term Rental Application Fee	

  

<b>Part 3 – Local Emergency Contact (Required)</b>	
Name	
Local Address	
Cell Phone	
Email Address	

**Part 4 – Owner Responsibility (Initial Each Line)**

I reviewed all pertinent sections of the Zoning Law & agree to comply with the law.

I agree not to exceed or advertise beyond the maximum occupancy permitted.

I agree to post a copy of my STR Permit with maximum occupancy at the STR.

I agree to pay all applicable taxes.

I agree to post the “Findley Lake Boating and Water Safety Rules” at the STR.

I agree to instruct all tenants in writing that:

Tenants using the lake must abide by “Findley Lake Boating & Water Safety Rules”

Tenants may not engage in illegal activity

Tenants must respect neighboring properties and boundaries

Tenants must adhere to noise abatement laws

Tenants cannot cause public disturbance or nuisance

Tenants cannot exceed maximum occupancy

If STR is in a non-business district, I agree that the STR is the owner’s primary or secondary domicile.

If STR is in a non-business district, I agree that the owner dwells in the STR at least 31 days in each calendar year.

I will not advertise the STR without a permit and I will display the current permit number in all advertising.

I understand that failure to comply with all regulatory requirements may result in fines, revocation of permit, or both.

**Part 5 – Affidavit**

By my signature below, I certify that I am the owner or the authorized agent of the stated property and that all information and contents of this application are true and correct. I also agree that this document will serve as a legal record and that I understand and will comply with all of the rules and regulations pertaining to the operation of a Short-Term Rental Property within the Town of Mina.

Signature

Print Name

Date

**For Town of Mina Use Only**

Payment of Annual Short-Term Rental Application Fee: Date Received

Permit: Date Issued

Expiration Date

Notes/Comments:
