

# Village of Clifton Short Term Rental Permit Application

Thank you for your interest in operating a short term rental in the Village of Clifton. Property owners must obtain a permit to operate a short term rental unit. Short term rental property is defined as a dwelling unit that is used for and/or advertised for rent for transient guests for a period of less than thirty (30) consecutive days. One application is required for each dwelling unit. Permits must be renewed yearly.

Permit fee of \$25 is due with the application or yearly renewal request. For questions, please contact Clerk-Treasurer, Sue Chasnov at (937)767-1767 or voice mail (937)342-2175 or email suechasnov@gmail.com.

Submit to the Village of Clifton Council with a \$25 fee for filing.

Short term Rental Address: \_\_\_\_\_ Tax Parcel number: \_\_\_\_\_

Dwelling Unit Type: Single-Family Duplex Apartment Other (describe) \_\_\_\_\_

Total No. of Bedrooms in Dwelling Unit : \_\_\_\_\_ No. of Bedrooms to Be Rented: \_\_\_\_\_ Maximum No. Of Guests: \_\_\_\_\_

Is the Short Term Rental Unit/Property Owner Occupied? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Off-Street Parking Spaces Provided for Guests: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

## REQUIREMENTS – MUST BE SUBMITTED WITH APPLICATION

- Management Plan as outlined in the Ordinance
- Floor plans of the unit with rooms labeled and locations of fire extinguisher and smoke and carbon monoxide detectors
- Site plan/aerial photo indicating location of off-street parking spaces (residential short term rentals only).
- If the short term rental unit shares a common wall or common driveway with another property owner, provide a copy of written notification of intent to operate a short term rental to such neighboring property owner(s).

## CERTIFICATIONS

- I certify that I will operate my short term rental in accordance with all provisions set forth in Ordinance Regulating Short Term Rentals of the Village of Clifton. Check: Fire Extinguisher \_\_\_\_\_, Carbon Monoxide Detector \_\_\_\_\_, Smoke Detector \_\_\_\_\_, Posted Sign with Host Contact and Quiet Hours \_\_\_\_\_
- I certify that there is adequate insurance for our short term rental \_\_\_\_\_
- This rental unit is in conformance with Building Code requirements and shall be maintained and operated that way moving forward. \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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## Office Use Only

Permit #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Initials of 2 Council Members: \_\_\_\_\_