



**For Office Use Only:**  
**RENTAL PERIOD:** \_\_\_\_\_

**APP #** \_\_\_\_\_

**RECEIPT #** \_\_\_\_\_

## SHORT TERM RENTAL APPLICATION

**Property Address:** \_\_\_\_\_  
Suffolk County Tax Map Number (see tax bill): **0400** - - -  
Type of Rental:  One Family Dwelling  One Family (with legal accessory apartment)  Two Family Dwelling  
 Other: \_\_\_\_\_

**Property Owner Information:**  Individual(s)  Other: \_\_\_\_\_

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

(1) Owner's Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(2) Owner's Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Property Details:** Number of bedrooms in the building: \_\_\_\_\_ Number of bathrooms in the building: \_\_\_\_\_  
Number of bedrooms being utilized for the short-term rental: \_\_\_\_\_

Locations of bedrooms being utilized for the short-term rental: \_\_\_\_\_

Number of existing on-site parking spaces: \_\_\_\_\_ Number of on-site spaces available for the short-term rental: \_\_\_\_\_

**Please initial each statement after reading and agreeing to the terms**

\_\_\_\_ I/We affirm that this property is my/our principal residence (domicile). I/We will be occupying the residence during the short term rental.

\_\_\_\_ I/We affirm that the dwelling unit(s), room or group of rooms rented, leased or otherwise assigned are for a tenancy of less than thirty (30) consecutive days and not for more than ninety (90) days per calendar year.

\_\_\_\_ I/We affirm there will be no signage on the property advertising or identifying any portion of the property as a short term rental.

\_\_\_\_ I/We affirm all vehicles attributable to the short term rental shall be parked on-site in parking spaces provided for such purpose when the vehicles are not in use. All parking shall comply with the provisions of §160-54(5)

\_\_\_\_ I/We affirm there shall be no cooking facilities in the rooms used for short term rental, except for those premises having a valid accessory apartment permit pursuant to Chapter 198 or in a dwelling unit of a legal two-family house.

\_\_\_\_ I/We shall maintain a registry of the names and dates of occupancy of the short-term rental occupants and this registry may be produced for review upon a request of the Director.

\_\_\_\_ I/We affirm that if the status of the information changes during the course of this permit, we agree to notify the Department of Public Safety in writing within (30) days of the occurrence of such change.

\_\_\_\_ Attached is a copy of each owner(s) government issued proof of residency with picture ID.

\_\_\_\_ I/We affirm that a copy of the Short Term Rentals Rules & Regulations provided to the property owner by the Director of Public Safety will be provided to the occupants of the short term rental.

(TURN OVER)





## RULES AND REGULATIONS

When your short-term rental permit is in use, the following guidelines must be adhered to at all times:

- 1) **The dwelling must be owner-occupied.** It is required that the owner of the property is occupying the dwelling as his/her principal residence (domicile) when using, establishing, maintaining, operating, renting or leasing the dwelling unit as a short term rental.
- 2) **No signs may be placed on the property advertising the short term rental.** It is a violation of the town code to place signage on the property advertising or identifying any portion of the property as a short term rental.
- 3) **Vehicles must be off the street.** All vehicles attributable to the short term rental must be parked on-site in parking spaces provided for such purpose. Parking must be in a driveway or behind the main residence on the property. Permit holders/property owners must be able to accommodate at least one (1) car per short term rental stay, as well as two (2) cars for the owner's family.
- 4) **The short term rentals cannot exceed 90 days.** It shall be unlawful for the property owner(s) to use, establish, maintain, operate, occupy, rent or lease any portion of his or her property as a short term rental for more than ninety (90) days in a calendar year.
- 5) **No more than two bedrooms in a dwelling unit can be used for the short term rental.** It shall be unlawful for the property owner to use, establish, maintain, operate, occupy, rent or lease more than two (2) bedrooms within a dwelling unit at a given time.
- 6) **Bedrooms cannot have cooking facilities.** It is a violation of the town code to have cooking facilities in the rooms used for short term rentals, unless the premises has a valid accessory apartment permit, or there is a second kitchen because of a legal two-family dwelling.
- 7) **Time restrictions must be abided by regarding assemblies.** Assemblies may not take place in short term rentals between the hours of 10:00p.m. and 7:00a.m. An assembly, as defined by this chapter, includes but is not limited to weddings, bachelor/bachelorette parties, or any other similar party activity.
- 8) **The property shall have no commercial-type lighting outside the building.** As per §160-54(3) of the town code no short term rental property shall have any type of commercial-type lighting anywhere outside the building.
- 9) **No changes to the dwelling can be made because of the short term rental.** All outward appearances of the property in which the short term rental will be located must remain as it was before the permit was issued. A new entrance shall not be installed by the applicant to accommodate the short term rental (landscaping may be changed to accommodate the new use).
- 10) **No bedrooms shall be overcrowded.** Every bedroom in a short term rental occupied by one (1) person shall contain at least seventy (70) square feet of floor area and every bedroom in a short term rental occupied by more than one (1) person shall contain at least fifty (50) square feet of floor area for each occupant. Children under the age of five (5) shall not be included in the definition or the calculation of occupancy.
- 11) **A registry of occupants must be maintained.** The property owner shall maintain a registry of the names and dates of occupancy of the short term rental occupants. This registry may be produced for review upon request of the Director.
- 12) **Owner must abide by the Town Code.** The homeowner/applicant must abide by all chapters of the town code, specifically the provisions of Chapter 141 (Noise), Chapter 117 (Waste Management), and Chapter 124 (Housing Standards and Property Maintenance).