Department of Public Safety Division of Rental Permits Town Hall · 100 Main Street Huntington, NY 11743-6991



Phone: (631)351-3009 Fax: (631)351-7160

For Office Use Only: RENTAL PERIOD:	APP #	RECEIPT #
	SHORT TERM REN	TAL APPLICATION
Suffolk County Tax M Type of Rental: <b>D</b> Or	ap Number (see tax bill): <b>0400 -</b> ne Family Dwelling <b>D</b> One Family (w	vith legal accessory apartment 🗖 Two Family Dwelling
Property Owner Info	rmation: 🗖 Individual(s) 🗖 Other: _	
Property Owner's Nar	me(s):	
E-Mail:	@	Home Phone:
Work Phone:		Cell Phone:
(2) Owner's Mailing A	\ddress:	
E-Mail:	@	Home Phone:
Work Phone:		Cell Phone:
Number of existing on-si	ite parking spaces: Number of c	on-site spaces available for the short-term rental:
	Please initial each statement after re	ading and agreeing to the terms
I/We affirm rental.	that this property is my/our principal residence	(domicile). I/We will be occupying the residence during the short term
		ns rented, leased or otherwise assigned are for a for more than ninety (90)days per calendar year.
	there will be no signage on the property adverterm rental.	tising or identifying any portion of the property
	all vehicles attributable to the short term rental se when the vehicles are not in use. All parking	shall be parked on-site in parking spaces provided for shall comply with the provisions of §160-54(5)
		used for short term rental, except for those premises hapter 198 or in a dwelling unit of a legal two-family house.
	naintain a registry of the names and dates of oc s and this registry may be produced for review u	
	that if the status of the information changes du tment of Public Safety in writing within (30) days	ring the course of this permit, we agree to notify of the occurrence of such change.
Attached is	s a copy of each owner(s) government issued p	proof of residency with picture ID.
	that a copy of the Short Term Rentals Rules & R be provided to the occupants of the short term	egulations provided to the property owner by the Director of Public rental.
		(TURN OVER)

## **DECLARATION OF APPLICANT**

State of New York )
) ss.:

County of Suffolk )

I/We, \_\_\_\_\_\_ and \_\_\_\_\_\_ certify under penalty of perjury, that I/we am/are the lawful owner(s) of the property for which a Short Term Rental Permit is requested, and that:

(1) The statements made in this application (including statements made in accompanying papers) and all documents submitted with the application are true and accurate to the best of my knowledge and belief; and

(2) There are no existing safety or health code violations of the Code of the Town of Huntington or of the Building, Residential and Property Maintenance Codes of the State of New York on the property; and

(3) I/We do not have any knowledge of any complaints from tenants, neighbors or others concerning the condition or current use of the property or of any complaints involving prior short-term rental stays; and

(4) I/We understand and acknowledge that in no instance shall the filing of this application and payment of fees be construed as to exonerate the owner of responsibility for compliance with all applicable local, county, state or federal laws, rules and regulations; and

(5) I/We agree to abide by the provisions of Chapter 124 (Housing Standards and Property Maintenance) and Chapter 160 (Registration and Permitting of Property) of the Huntington Town Code and understand that I can request a copy of these provisions, or I can access the Town Website at www.huntingtonny.gov, and link to "Government" on the main menu, then link to the Town Code as provided in that section. I/We acknowledge that a copy of Chapter 160, Article IV, entitled "Short Term Rentals" has been provided with the permit; and

(6) I/We have had a full opportunity to review the application and submissions, and am making these statements and representations with full knowledge that the Town of Huntington is relying on my statements and submissions as a basis for the issuance of a short term rental property permit.

## FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO §210.45 OF THE NEW YORK STATE PENAL LAW

SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME		PRINT NAME	
Sworn to before me this		Sworn to before me this	
day of	, 20	day of	, 20
Notary Public		Notary Public	

## APPLICATION FEE: \$50 RENEWAL FEE: \$25

\*Application fees are non-refundable and renewal fee is due before the expiration of the current permit. \*Short-term rental permits are valid for one (1) year and are non-transferrable.

\*Once short-term rental permits are issued, owner(s) is responsible to read the restrictions, guidelines, and requirements applicable to the permit and abide by such rules and regulations **§160** Article IV.

\*Failure to comply or violating the conditions and restrictions of the permit may result in the revocation of your permit.

\*All checks/money orders should be made payable to the Town of Huntington.

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## **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).