

**!IMPORTANT** – This application does NOT contain all information you need to know and address as an applicant/manager of a Short-Term Rental Property in the Town of Torrey. You are advised to thoroughly review *Torrey Town Code Article XV §98.127*, available online at [www.townoftorrey.com](http://www.townoftorrey.com) or at the Town Hall

<p>_____ Address of proposed short-term rental</p> <p>THE TWO BOXES <b>IMMEDIATELY BELOW</b> ARE TO BE CHECKED <b>ONLY IF</b> THIS IS A <b>FIRST TIME APPLICATION...</b></p> <p><b>AND IF COMMITMENTS WERE MADE PRIOR TO</b> THE ENACTMENT DATE (07/09/2024) OF THIS TOWN LAW:</p> <p><input type="checkbox"/> Current or future short-term rental commitment(s) were made <b>PRIOR TO ENACTMENT OF THIS LAW - AND -</b></p> <p><input type="checkbox"/> Such prior term date commitments are <b>described and verified in additional attachment(s).</b></p>	<p><input type="checkbox"/> <b>First time</b> application—\$<b>500.00</b> fee If approved, permit is valid for 2 years.</p> <p>- or -</p> <p><input type="checkbox"/> <b>Renewal</b> application—\$<b>250.00</b> fee If approved, permit is valid for 2 years.</p>
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**ALL OWNERS OR DESIGNATED/AUTHORIZED AGENTS MUST BE LISTED BELOW AND SIGN THIS APPLICATION.**.....INCLUDE ADDITIONAL SHEETS AS NECESSARY.

<p>_____ Property Owner</p> <p>_____ Mailing Address</p> <p>_____ City</p> <p>_____ ST</p> <p>_____ Zip</p> <p>_____ Phone (Ext.)</p> <p>or</p> <p>_____ Optional 2nd phone (Ext.)</p> <p>_____ E-mail address</p>	<p><input type="checkbox"/> Property Owner - OR - <input type="checkbox"/> Authorized Managing Agent (<u>IF one is designated by Owner</u>)</p> <p>_____ Mailing Address</p> <p>_____ City</p> <p>_____ ST</p> <p>_____ Zip</p> <p>_____ Phone (Ext.)</p> <p>or</p> <p>_____ Optional 2nd phone (Ext.)</p> <p>_____ E-mail address</p>
<p>Property Owner - OR - Authorized Managing Agent (<u>IF one is designated by Owner</u>)</p> <p>_____ Mailing Address</p> <p>_____ City</p> <p>_____ ST</p> <p>_____ Zip</p> <p>_____ Phone (Ext.)</p> <p>or</p> <p>_____ Optional 2nd phone (Ext.)</p> <p>_____ E-mail address</p>	<p>*<b>Contact person is</b> Property Owner - OR - Owners' authorized designee</p> <p>_____ Mailing Address</p> <p>_____ City</p> <p>_____ ST</p> <p>_____ Zip</p> <p>_____ Phone (Ext.)</p> <p>or</p> <p>_____ Optional 2nd phone (Ext.)</p> <p>_____ E-mail address</p>

- All portions of this application are required and must be completed.
- Applications that fail to provide sufficient information shall be declined.

**By signing this application I/we attest that I/we:**

1. ...have read and comprehend all requirements and standards contained in Town of Torrey Code Article XV §98.127 and agree to fully comply with the same;
2. ...have included an accurate and suitable floor plan for each level of the dwelling that can be occupied;
3. ...have certified that the accompanying floor plan is an accurate facsimile of the dwelling;
4. ...have included a plot diagram demonstrating adequate off-road parking spaces;

**Continued on next page...**

Submit this signed application and applicable fee (check payable to the Town of Torrey or exact cash amount, please) to  
**Code Enforcement Officer, Town of Torrey, 56 Geneva St, Dresden, NY 14441.**

07/09/2024

APPLICATION FOR A

**SHORT-TERM RENTAL**

PERMIT

TOWN OF TORREY

- 5. ...agree, as a condition to the issuance of this permit, that said Short-Term Rental shall conform with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and all other applicable laws, codes, and regulations;
- 6. ...authorize the Town Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within Town and State Law;
- 7. ...confirm the present and ongoing compliance with the Town’s Short-Term Rental Standards;
- 8. ...will limit lease periods to a maximum of 31 consecutive days;
- 9. ...certify that the \*Contact Person (the owner or the owners’ designee) shall be responsible and authorized to act on the owners’ behalf and shall promptly remedy any violation of the standards outlined in Town Law and shall respond to any correspondence or concern from the Town Code Enforcement Officer within 24 hours; and
- 10. ...attest that none of the owners of the subject property have had a Short-Term Rental Permit revoked within the previous year for any rental properties owned individually or together with others.

*Signature(s) of ALL owners or their designated agents*

\_\_\_\_\_  
 Property Owner - OR -  Authorized Agent (*if designated*) Date

\_\_\_\_\_  
 Property Owner - OR -  Authorized Agent (*if designated*) Date

\_\_\_\_\_  
 Property Owner - OR -  Authorized Agent (*if designated*) Date

\_\_\_\_\_  
 Property Owner - OR -  Authorized Agent (*if designated*) Date

\_\_\_\_\_  
 Property Owner - OR -  Authorized Agent (*if designated*) Date

\_\_\_\_\_  
 Property Owner - OR -  Authorized Agent (*if designated*) Date

**OFFICIAL USE ONLY**

\$ \_\_\_\_\_  
 Fee Paid Town Clerk’s signature Date

\_\_\_\_\_  
 Tax Map ID # District: HLS / R / C

Adjacent property owners have been notified of this application via:  post card -or-  email \_\_\_\_\_ on \_\_\_\_\_  
 CEO’s initials Date

Application reviewed by \_\_\_\_\_  **NOT approved**<sup>+</sup>  **APPROVED**  
 CEO’s initials *+Explain below* Permit # \_\_\_\_\_

\_\_\_\_\_  
 Code Enforcement Officer’s signature Date

<sup>+</sup>Explanation if disapproved:

# SHORT-TERM RENTAL - PLOT DIAGRAM

**Instructions:** Clearly and distinctly locate all buildings and parking area(s) plus their dimensions, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water, creeks, and/or shorelines. Indicate whether it is an interior or corner lot. Also indicating "North" is helpful. Use additional sheet(s) for detail if necessary.

Rear line \_\_\_\_\_ ft.

Setback from rear line \_\_\_\_\_ ft.

Setback from side line (A) \_\_\_\_\_ ft.

Setback from side line (B) \_\_\_\_\_ ft.

Frontage \_\_\_\_\_ ft.

Setback from front line \_\_\_\_\_ ft.

\_\_\_\_\_ Road

Submit this form with your application and fee to  
**Code Enforcement Officer, Town of Torrey, 56 Geneva St, Dresden, NY 14441.**

# SHORT-TERM RENTAL - FLOOR PLANS

## INSTRUCTIONS:

Per Town Code Article XV, §98.127, C.6, the application shall include Floor and Plot Plans including the following detail: Use additional sheets as necessary.

**Floor Plan:** An accurate suitable floor plan for each level of the dwelling that can be occupied measuring at least 8.5 by 11 inches, drawn to scale and certified by the applicant. The plans do not need to be prepared by a professional, but must include the following:

- a. Basement – location of house utilities and all rooms including bedrooms, windows, exits and any heating/cooling units.
- b. First floor – all rooms including bedrooms, windows, exits and any heating/cooling units.
- c. Second floor – all rooms including bedrooms, windows, exits and any heating/cooling units.
- d. Attic (if present) – all rooms including bedrooms, windows, exits and any heating/cooling units.

**Plot Plan:** An accurate plot plan measuring at least 8.5 by 11 inches, The plans do not need to be prepared by a professional, but must include the following:

- a. Lot identification info (tax map ID, street address)
- b. Adjacent property owner's names.
- c. The location of all buildings and required parking area(s) including their dimensions, whether existing or proposed.
- d. All setback dimensions from property lines.
- e. Well, septic, and leach field locations
- f. All bodies of water, creeks, and/or shorelines.
- g. Indicate whether it is an interior or corner lot.
- h. Indicate "North" direction

**! Include and sign the following attestation with each of these and all drawings:**

*I certify that the accompanying dwelling Plot Diagram and Floor Plans are complete and accurate representations of the property in this application.*

Signature of Applicant

Date