

# Application for Short-Term Rental Permit

## Instructions Page

(Please do not turn in this page with your application.)

1. Upon approval of the Application, the Code Enforcement Officer will issue a Short-Term Rental Permit to the applicant. The Permit shall be kept on the premises. In the event a permit is declined, you will be contacted.
2. No property shall be rented until a Permit has been provided.
3. Permits expire on December 31<sup>st</sup> of the date of issue calendar year.
4. The number guests permitted overnight at the short-term rental property is limited to two guests per bedroom plus two guests. The Town of Geneseo's assessment records shall be the final determination on the number of bedrooms.
5. The number of vehicles permitted overnight at the short-term rental property is limited to the number of designated parking spaces on the property. Designated parking spaces shall be on an improved surface, on the rental property, not part of a shared driveway or other shared access easement, and adhere to the minimum size of parking spaces, and other applicable requirements in Article 41 of the Town Code. On-street parking is strictly forbidden on town roads.
6. Violations and Minimum Penalties

Offense	1st Offense	2nd Offense (within 1 calendar year)	3rd Offense (within 2 calendar years)
Operating without a permit	\$500	\$1,000	\$1,500
Failure to adhere to NYS Property Maintenance Code	\$500	Revocation of permit	Revocation of permit
Failure to adhere to Docks and Moorings Law	\$500	Revocation of permit	Revocation of permit
Failure to register with Livingston County	\$500	Revocation of permit	Revocation of permit
Failure to maintain \$1M liability insurance	\$500	Revocation of permit	Revocation of permit
Failure to maintain written rules	\$500	Revocation of permit	Revocation of permit
Failure to notify neighbors	\$500	Revocation of permit	Revocation of permit
Exceeding maximum guests	\$500	Revocation of permit	Revocation of permit
Parking outside designated spaces	\$500	Revocation of permit	Revocation of permit
Excessive noise outside quiet hours	\$500	Revocation of permit	Revocation of permit
Failure to respond to complaint within 1 hour	\$500	Revocation of permit	Revocation of permit
Failure to resolve complaint within 24 hours	\$500	Revocation of permit	Revocation of permit

If you have any questions about what should be included in your permit, please call the office at 585-991-5000 or send an email to [towncode@geneseony.org](mailto:towncode@geneseony.org).

**Town of Geneseo**  
**Application for Short-Term Rental Permit**

<b>2023</b>
Permit Year

<b>\$100</b>
Permit Fee

*Property Information*

Property Address	City, State, Zip	Tax Map Number
Number of Bedrooms	Maximum Number of Guests	Number of Parking Spaces

*Property Statements*

<p>The applicant confirms all of the following property statements to be true and accurate:</p> <ul style="list-style-type: none"> <li>The property adheres to the Property Maintenance Code of New York State.</li> <li>The property adheres to the Town of Geneseo Dock and Mooring Law.</li> <li>The property registered for the Livingston County Guest Room Occupancy Tax.</li> <li>The property have at least \$1M in liability insurance coverage for renters.</li> <li>You have a written rules and regulations that short-term renters must agree to.</li> <li>All adjacent property owners to the rental been provided with your contact information.</li> </ul>
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*Property Owner Contact Information*

Name	Primary Phone	Secondary Phone
Mailing Address	City, State, Zip	Email Address

*Property Agent Contact Information (if different from Property Owner)*

Name	Primary Phone	Secondary Phone
Mailing Address	City, State, Zip	Email Address

**I hereby certify that I am the property owner, that I am duly authorized to make and file this application, and that all statements contained in this application are true to the best of my knowledge.**

Date	Property Owner	Signature
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*Official Use Only*

Date Received	Code Enforcement Officer	Signature
Code Office Approval	[yes] [no]	Reason for Denial
Permit Number	Date Issued	Expiration Date