

CASSADAGA STR LAW

A Tutorial for Completing the Application Process

**Watch the accompanying "HOW TO" STR APP VIDEO available on our website: www.CassadagaPropertyAlliance.com*

CASSADAGA
PROPERTY
ALLIANCE

**SEE DISCLAIMER ON FOLLOWING PAGE*

DISCLAIMER

The materials and information on this PPT Presentation, our website, Facebook, YouTube, and any other documentation prepared or assembled by the Cassadaga Property Alliance (CPA), are intended for informational purposes only and are intended to enhance public access. Some of the information may be dated and may not reflect the most current information available.

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- **OVERVIEW OF PROCESS**
- **APPLICATION EXAMPLE**
- **ZBA HEARING**

- **Application Must Be Hard Copy**

Drop off with Non-Refundable \$250 Check at Firehall Office

- **SCAN YOUR ENTIRE APPLICATION PACKAGE**

SAVE as a DIGITAL (PDF) document somewhere very safe.

You can then reprint and submit your renewal every 2 years.

- **Deadline for Application Submission**

TUESDAY, NOVEMBER 7th

- **Plan to Submit Well Before**

- **Code Officer Will Review Application**
- **Code Officer Will Schedule Inspection**
Onsite Inspection to Confirm Checklists including Fire Safety
- **Once Passed: Code Officer Submits to ZBA**
Zoning Board of Appeals will contact you to set a hearing date
- **ZBA Hearing for Special Use Permit**
Hearing to Approve Special Use Permit - You MUST be there

- **Renew Every 2 Years**
- **Save Digital Copy of Entire App**
Keep in safe place so you can reprint to submit
- **Must Submit APP 90 Days Before**
Plan do do this much earlier than this 120-160 days before Expiration

STR Street Address: _____
 INITIAL RENEWAL

Short Term Rental Application

Village of Cassadaga, NY

1. Property Owner(s): _____
Business Name: _____
Owner's Permanent Address: _____

Primary Phone # _____ Secondary Phone # _____
Email Address: _____
2. Agent/Local Manager
(must reside within 30 minutes of the Village of Cassadaga)
 Same person(s) as above
Name: _____
Address: _____
Primary Phone # _____ Secondary Phone # _____
Email Address: _____
3. Short Term Rental Property Address: _____

4. Type of Structure (house/cottage/apartment/etc...): _____
5. Hosting Platforms: _____ Listing # _____
_____ Listing # _____
6. Parking: How many off-street parking spots are provided? _____
7. Signage: Yes No
If Yes, Please provide detailed description: _____
8. Maximum Occupancy: Max requested occupancy (total people, not to exceed 10): _____
9. Septic Information:
What is the septic system type? _____
What is the septic system size? _____

STR APPLICATION

- **Must have a Local Manager if you do not live full-time within a 30 minute drive**
- **Find Airbnb Property ID# on Payout Email**
- **Parking: How many off-street spots**
**Show locations on your PLAT drawing*
- **Signage: Size, Location, Material**
**Show locations on your PLAT drawing*
- **Septic: Location, Type & Size**
**Show location on your PLAT drawing*

STR Street Address: _____
 INITIAL RENEWAL

10. Bedroom/Sleeping Room(s): Indicate the quantity of bedrooms and sleeping rooms.
Bedrooms: _____ Sleeping Rooms: _____

11. Garbage Removal: Please state how garbage will be stored and removed from the property. _____

12. Plat. Please submit or draw below a plat of the property showing approximate property boundaries and existing features, including buildings, structures, septic systems, parking spaces, firepits/outdoor fireplaces, sign, pool, hot tub, driveways, streets, and lake. In addition, indicate neighboring buildings within one hundred (100) feet of the short-term rental unit.



STR APPLICATION

- **List Number of Bedrooms & Sleeping Rooms**
Sleeping Rooms are defined on the "SLEEP OCCUPANCY" slide
- **Garbage should be in cans and stored out of sight**
- **PLAT Drawing example on next slide**
Can be hand drawn. You can use your survey and draw on it as well.

EXAMPLE PLAT

(13.)



PROPERTY PLAT

- Buildings & Structures
- Septic Systems
- Parking Spaces
- Firepits & Outdoor Fireplaces
- Signage
- Pool & Hot Tub
- Driveways & Streets
- Lake
- Neighboring Buildings within 100 ft of STR Unit

NAME ROAD
ADDRESS, Cassadaga, NY 14718
OWNER CONTACT INFORMATION

← EXIT TO NAME ROAD

STR Street Address: _____
 INITIAL RENEWAL

Provide the Following:

1. Chautauqua County Certificate of Authority to collect Bed Tax.
2. Certificate of Insurance: Provide evidence of property and liability insurance coverage indicating premises are rated as an STR and maintain coverage throughout permit period.
3. Fire Safety: Documentation of location of fire extinguishers and smoke/CO detectors are in compliance with NYS Uniform Fire Prevention and Building Code.
4. Description: State the occupancy of each bedroom and sleeping room and the method of egress (doors, windows). No kitchen shall be occupied for sleeping purposes.
5. House Rules: The applicant shall submit a copy of the house rules. All short-term rental properties shall post for renters of each dwelling unit a listing of House Rules. House Rules shall incorporate, but not be limited to the following:
 - a. An emergency exit egress plan
 - b. Location of fire extinguishers
 - c. Identify property lines and a statement emphasizing that unit occupants may be liable for illegal trespassing.
 - d. Identify the procedures for disposal of refuse/garbage.
 - e. If allowed by the property owner, instructions for fires, candles, fireplaces or wood stoves. If not allowed by the property owner, a statement stating as such.
 - f. If allowed by the property owner, specify outdoor fires shall be made solely within a fireplace or fire pit in accordance with all NYS burning regulations.
 - g. Short-Term Rentals shall not be permitted to be used for any commercial use or commercial event space.
 - h. No outdoor camping shall be allowed. (tents, campers)
 - i. Parking shall be allowed solely in the designated parking spaces (off-street where applicable).
 - j. A Good Neighbor Statement
6. The nonrefundable permit application fee must accompany the application and made payable to the Village of Cassadaga.

STR Street Address: _____
 INITIAL RENEWAL

STATEMENTS OF COMPLIANCE

I grant permission to the Code Enforcement Officer to complete any exterior and interior inspections of my STR property, as required in this application.

I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge, truthful and accurate. Any section found to be incomplete, inaccurate, or intentionally untruthful may be reason to deny this application.

Applicant Printed Name: _____

Applicant Signature: _____

Date: ____ / ____ / ____

STR Street Address: _____
 INITIAL RENEWAL

SECTION TO BE COMPLETED BY THE CODE ENFORCEMENT OFFICER

1. Maximum approved occupancy for the STR: _____
2. An Inspection of the STR listed on the application was completed on _____
By Enforcement Officer _____
3. Results of the Inspection: PASSED FAILED
4. A copy of the House Rules is attached and meets the criteria: YES NO
5. A copy of the Plat is attached: YES NO
6. A copy of the Certificate of Insurance YES NO
7. A copy of the Chautauqua County Certificate of Authority to collect Bed Tax
 YES NO
8. Any pertinent notes: _____

Name of Code Enforcement Officer: _____
Signature of Code Enforcement Officer: _____
Date: ____/____/____

STR APPLICATION

- Code Officer will schedule inspection and use this checklist as well as the Fire Safety Checklist

- Make Sure Your Street Address is written at the top of EVERY SINGLE PAGE OF THE APPLICATION including ALL DOCUMENTS

For Office Use ONLY:

Date Permit Issued: ____/____/____
Expiration Date: ____/____/____

Denied: YES NO

Denial Date: ____/____/____

Reason: _____

Appeal Date: ____/____/____

Decision: _____

PRE-EXISTING STR LETTER

To Whom it May Concern,

_____ is a Non-Owner-Occupied, Pre-Existing STR in the Residential District of the Village of Cassadaga, and has been in operation since _____ of 20____.

Please find the enclosed Chautauqua County Department of Finance Certificate (#0000), Insurance Declaration, Proof of Bed Tax Paid prior to January 20, 2023, Proof of Operation Prior to September 22, 2022, and Septic System Functioning Statement.

You can check out the listing here:

AIRBNB # 000000000000
VRBO # 0000000

Sincerely,

Full Name
Owner/Operator

000.000.0000
name@youremail.com

PRE-EXISTING LETTER

- **Signed Letter stating you are a Pre-Existing STR and list of included documents**
(Non-Owner-Occupied, Pre-Existing STR in the Residential District)
- **Copy of your Chautauqua County Department of Finance Certificate**
- **Insurance Declaration that includes language that your property is covered as a "Short Term Rental"**
- **Chautauqua County Bed Tax Paid Receipt prior to January 20, 2023.** *(Airbnb STR owners: Airbnb pays the Bed Tax on your behalf, so include a copy of an Airbnb booking receipt prior to January 20, 2023...this can be found in your TRANSACTION HISTORY)*
- **Proof of Operation** *(Airbnb/Vrbo Booking receipt, or a signed rental agreement prior to the Moratorium coming into effect on September 22, 2022)*
- **Statement that your septic system is functioning well, and include: LOCATION, TYPE & SIZE**

SEPTIC SYSTEM

SEPTIC SYSTEM INFORMATION

The septic system is functioning well with recommended pump outs and bacterial treatments.

LOCATION: On the right side of the house.
This is also identified in the submitted PLAT Drawing.

TYPE: Conventional System

SIZE: 1000 gallon

SEPTIC SYSTEM

- Statement that your septic system is functioning well, and include: **LOCATION, TYPE & SIZE**
- **Septic Sytem is also shown on PLAT.**

FIRE SAFETY

SMOKE DETECTORS

This 1 story, 2 bedroom property has a total of Two (2) smoke detectors. One (1) in each bedroom.

COMBO SMOKE/CARBON MONOXIDE DETECTORS

There are also Two (2) combo smoke/carbon monoxide detectors. One (1) in the main living area right off the entrance to the bedrooms and one (1) in the basement.

ALL detectors are tested by the Property Owner ONCE per month.

FIRE EXTINGUISHERS

The property has a total of 4 fire extinguishers. One (1) in the main living area, One (1) in the kitchen, One (1) in the laundry closet, and One (1) in the basement.

ALL extinguishers are checked by the Property Owner ONCE per month to make sure they are not expired.

This property has taken all necessary measures to be compliant with all NYS Uniform Fire Prevention and Building Code.

(3.)

FIRE SAFETY

DETECTORS

SMOKE DETECTORS

One (1) in every bedroom or sleeping room and, one (1) per floor in common area, including basements and finished livable attics.

CARBON MONOXIDE DETECTORS

*One (1) per floor, including basements and finished livable attics.
***Can be a Smoke/Carbon Monoxide Combo Detector.*

HEAT DETECTORS *One (1) in attached garage.*

*TEST your smoke detectors at least once a month. Push the test button.
CLEAN your detectors at least once a year to remove dust.
REPLACE 10-year battery-operated smoke detectors after 10 years.*

FIRE EXTINGUISHERS

RESIDENTIAL HOUSES

*One (1) KITCHEN Fire Extinguisher (white) in the kitchen.
Minimum One (1) RESIDENTIAL Fire Extinguisher (red) per floor.
One (1) in the laundry room .
One (1) outside any heating equipment room.*

*Must be wall-hung between two feet and four-and one-half feet above the floor.
Must be checked monthly by the Property Owner to make sure they are not expired.
Disposable (non-rechargeable) fire extinguishers should be replaced every 10 years.*

DETECTORS

These must be installed in the property



SMOKE DETECTORS

One (1) in every bedroom or sleeping room and, one (1) per floor in common area, including basements and finished livable attics.



CARBON MONOXIDE DETECTORS

One (1) per floor, including basements and finished livable attics.

***Can be a Fire/Carbon Monoxide Combo Detector



HEAT DETECTORS

One (1) in attached garage.

FIRE EXTINGUISHERS

These must be WALL HUNG in the property

- *One (1) Fire Extinguisher (white) in the kitchen.*
- *One (1) Fire Extinguisher (red) per floor, including basements and finished, livable attics.*
- *One (1) Fire Extinguisher (red) in the laundry room.*
- *One (1) Fire Extinguisher (red) outside any heating equipment room.*

Must be wall-hung between two feet and four-and one-half feet above the floor.

Must be checked monthly by the Property Owner to make sure they are not expired.

Disposable (non-rechargeable) fire extinguishers should be replaced every 10 years, or before they expire.



SLEEPING OCCUPANCY

SLEEPING OCCUPANCY

_____ is a 2 bedroom, 1 full bath cottage

BEDROOMS

Queen Bedroom 1: Sleeps 2 (Egress from 1 window, or sliding door)

Queen Bedroom 2: Sleeps 2 (Egress from 1 window, or exit out bedroom door to exit out of 3 sliding glass doors in livingroom, or out of front door)

SLEEPING ROOM

Livingroom: Sleeps 2 (Egress from 2 windows, 3 sliding doors or front door)

MAXIMUM SLEEPING OCCUPANCY: 6

(4.)

SLEEPING OCCUPANCY

- State the maximum occupancy requested by the Operator. State the quantity of bedroom(s) and sleeping room(s) and their occupancy.
- Include Egress explanations for all bedrooms and sleeping rooms
- A Sleeping Room is an interior room other than a bedroom, as defined under the NYS Uniform Fire Prevention and Building Code, which may serve to afford sleep to a person, however, sleep is not the primary function of the room. Examples include, but are not limited to, a living room, family room, den or great room which may be furnished with a futon, convertible couch, or other sleeping surface. A kitchen can not be classified as a sleeping room. All sleeping rooms shall meet NYS Uniform Fire Prevention and Building Code mandates for bedrooms. (i.e. size, ceiling height, access, egress, lighting and ventilation, electrical outlets, heat, and smoke and carbon monoxide alarms).
- **Maximum Sleeping Occupancy ALLOWED: 10**

HOUSE RULES

The following must be displayed in property for guests.

We recommend a 3-ring binder.

HOUSE RULES

EMERGENCY EXIT EGRESS PLAN

THE PROPERTY

_____ is a 1 story cottage with 2 bedrooms and 1 sleeping room in the livingroom.

Please refer to the "Emergency Exit Egress Plan" drawing to safely exit the cottage in the event of an emergency.

For Non-Emergencies:

Please text or call _____ at 000.000.0000

CALL 911 IN CASE OF AN EMERGENCY

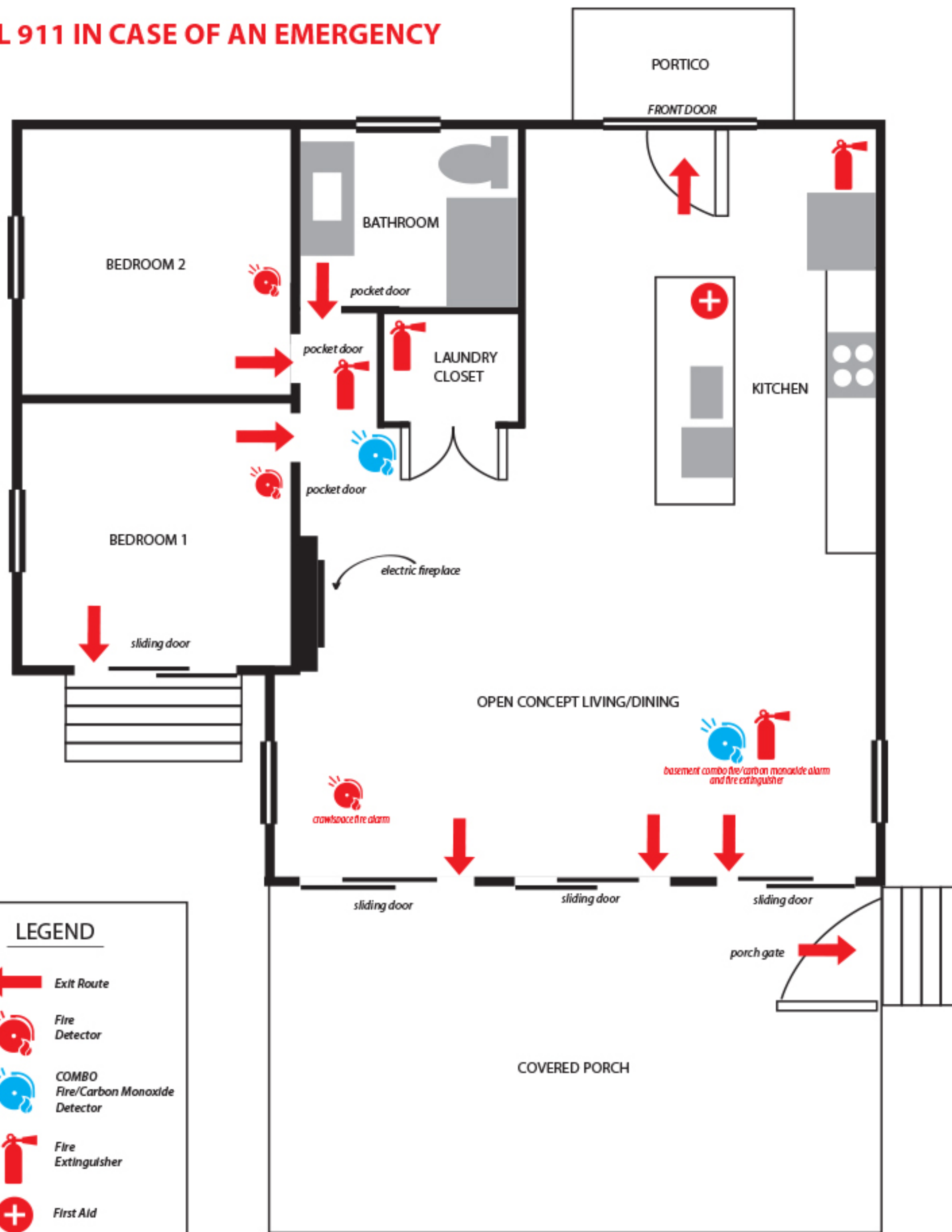
(5. a.)

HOUSE RULES 5.a.

Emergency Exit Egress Plan

- **Include statement to describe house**
(ie, 2 story, single family house, with 4 bedrooms and 2 sleeping rooms)
- **Emergency Egress Drawing on next slide**

CALL 911 IN CASE OF AN EMERGENCY



LEGEND

- ← Exit Route
- 🔥 Fire Detector
- 🚒 COMBO Fire/Carbon Monoxide Detector
- 🧯 Fire Extinguisher
- 🛖 First Aid
- 🧣 Fire Blanket

EXAMPLE EMERGENCY EXIT EGRESS PLAN
NAME ADDRESS, Cassadaga, NY 14718

HOUSE RULES 5.a.

Emergency Exit Egress Plan Drawing

- 1 Drawing for each floor
- Must be posted on each floor & included in House Rules Binder
*(ie, 1st floor Egress Drawing hung on 1st floor wall
2nd floor Egress Drawing hung on 2nd floor)*

FIRE EXTINGUISHERS

The property has a total of Four (4) fire extinguishers.
One (1) in the kitchen. One (1) in the main living area.
One (1) in the laundryroom. One (1) in the basement.

There is also a first aid kit and fire blanket in the kitchen.

NO SMOKING & NO CANDLES

(5. b.)

HOUSE RULES 5.b.

Location of Fire Extinguishers

HOUSE RULES

PROPERTY LINES

Please keep in mind this is a quiet residential, privately owned neighborhood. We want you to enjoy your get-a-way with limited impact on our neighbors.

Property lines are clearly defined by the woods, the white fence, and the "PROPERTY LINE - NO KIDS or PETS" signs.

PLEASE DO NOT allow kids or pets on neighbor's properties.

You may be liable for illegal trespassing.

***Also refer to the property diagram (PLAT).**

(5. c.)

HOUSE RULES 5.c.

Property Lines

- Explain what the property boundaries are
- Include statement that unit occupants may be liable for illegal trespassing
- Refer to PLAT Drawing and include with House Rules displayed in property

HOUSE RULES

GARBAGE INSTRUCTIONS

ALL garbage must be in bags and thrown away in cans in garage.

Wheel cans to curb on THURSDAY NIGHT.

Garbage truck comes FRIDAY MORNING.

Wheel cans back into garage after garbage is picked up.

(5. d.)

HOUSE RULES 5.d.

Garbage Instructions

- Explain garbage storage and removal instructions
- Garbage should be properly stored out of sight

HOUSE RULES

CANDLES

NO CANDLES ARE ALLOWED ANYWHERE ON THE PROPERTY.

WOOD BURNING FIREPLACE

There is a wood burning fireplace for you to use in the livingroom.

DO NOT leave fireplace on unattended.

DO NOT try to remove any ash debris from fireplace.
We will take care of that for you.

Call us with any concerns 000.000.0000

Call 911 in case of an emergency.

(5. e.)

HOUSE RULES 5.e.

Candles, Fireplaces, & Wood Stoves

- Explain whether or not you allow candles on the property. If not allowed by the property owner, a statement stating as such.
- If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves. If not allowed by the property owner, a statement stating as such.

HOUSE RULES

FIREPIT

There is a firepit for you to use by the waterfront.

There is stacked firewood on the side of the bike shed and kindling inside the shed.

There are metal buckets and an ash scoop in the garbage shed if needed. ONLY SCOOP COLD ASH!!!

DO NOT pour any accelerants on the fire.

DO NOT pour any water on the fire...just let it burn down.

Fires can be made only in this location, within the designated breeo smokeless firepit on the property in accordance with all NYS burning regulations.

PROPANE GRILL

There is a propane grill for you to use located on the side of the garage.

TURN OFF PROPANE after each use.

IF YOU USE THE GRILL, YOU MUST CLEAN THE GRILL.

(5. f.)

HOUSE RULES 5.f.

Outdoor Firepits & Fireplaces

- If allowed by the property owner, specify outdoor fires shall be made solely within a fireplace or fire pit in accordance with all New York State burning regulations
- In NYS. Camp fires or any other outdoor fires must be less than 3 feet in height and 4 feet in length, width or diameter are allowed.

HOUSE RULES

NO COMMERCIAL EVENTS

We do not allow commercial hosted events or to be rented as a commercial event space.

We do encourage our guests to celebrate friend and family occasions while staying with us!

If you need anything special during your stay, please call or text _____ at 000.000.0000

(5. g.)

HOUSE RULES 5.g.

No Commercial Events

Statement that the STR shall not be permitted to be used for any commercial use or commercial event space.

HOUSE RULES

NO CAMPING

We do not allow tents or campers.

We encourage you to enjoy a beautiful evening by the firepit and then tuck into one of our very cozy beds :)

If you need anything special during your stay, please call or text _____ at 000.000.0000

(5. h.)

HOUSE RULES 5.h.

No Outdoor Camping

Statement that NO outdoor camping shall be allowed including tents, campers, etc.

HOUSE RULES

PARKING

We have 4 off-street parking spaces in the driveway.

DO NOT PARK OR TURN AROUND ON NEIGHBOR'S PROPERTIES

(5. i)

HOUSE RULES 5.i.

Parking

Parking shall be allowed solely in the designated parking spaces (off street where applicable) and in accordance with Section 623.

This is also shown on the PLAT.

GOOD NEIGHBOR STATEMENT

Welcome to _____ on Cassadaga Lakes!

We hope you enjoy your visit!

Please take good care of this home as if it were your own.

Please be conscious that we are in a quiet residential neighborhood.

Quiet hours are from 11:00pm-7:00am.

And please let me know if you need anything during your stay!

You can call or text _____ at 000.000.0000

THANK YOU!

(5.j.)

HOUSE RULES 5.j.

Good Neighbor Statement

Include statement that you are in a residential area and to be conscious of neighbors.

Quite Hours 11:00pm - 7:00am.

Provide contact phone number.

SUBMISSION INSTRUCTIONS

Hard Copy Applications must be submitted to the Village Firehall Office, IN PERSON, by November 7, 2023

Office Hours: *Tuesdays and Thursdays 8:30am – 4:00pm*

Non-Refundable Application Fee: \$250 GET RECEIPT

Make checks payable to: Village of Cassadaga, 11 Mill Street, Cassadaga, NY 14718

SCAN YOUR ENTIRE APPLICATION PACKAGE and SAVE as a DIGITAL (PDF) document somewhere very safe. You can then reprint and submit your renewal every 2 years.

**CASSADAGA
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ALLIANCE**

CASSADAGA STR APPLICATION CHECKLIST REQUIRED DOCUMENTS AND INFORMATION

MAIN APPLICATION & REQUIRED DOCUMENTS

In addition to filling out the application, you will also need to submit with it, the following:

1. Cover Page with property address and owner contact information
2. Completed Application
3. Property Plat Drawing *(Include buildings, structures, septic systems, parking spaces, firepits/outdoor fireplaces, signage, pool, hot tub, driveways, streets, lake, and indicate neighboring buildings within 100 ft of STR Unit) (Can be hand drawn)*
4. Signed Letter stating you are a Pre-Existing STR and list of included documents *(Non-Owner-Occupied, Pre-Existing STR in the Residential District)*
5. Copy of your Chautauqua County Department of Finance Certificate
6. Insurance Declaration that includes language that your property is covered as a "Short Term Rental"
7. Chautauqua County Bed Tax Paid Receipt prior to January 20, 2023.
(Airbnb STR owners: Airbnb pays the Bed Tax on your behalf, so include a copy of an Airbnb booking receipt prior to January 20, 2023)
8. Proof of Operation *(Airbnb/Vrbo Booking receipt, or a signed rental agreement prior to the Moratorium coming into effect on September 22, 2022)*
9. Statement that your septic system is functioning well, and include:
LOCATION, TYPE & SIZE
10. Receipt for septic pump out if you have one. Chautauqua County Health Department Septic Testing Pass Letter. THESE NOT ARE REQUIRED to submit application.

CHECKLIST

MAIN APPLICATION & REQUIRED DOCUMENTS

ADDITIONAL REQUIRED DOCUMENTS

11. Fire Safety Document (3.) *(Property has taken all necessary measures to be compliant with all NYS Uniform Fire Prevention and Building Code)*

12. Sleeping Occupancy Document (4.) *(Include Egress explanations for all bedrooms and sleeping rooms)*

HOUSE RULES

5 a. Emergency Exit Plan Drawing (1 for each floor) *(Include statement to describe house (ie, 2 story, single family house) and how many bedrooms and sleeping rooms) (This must be posted on each floor)*

5 b. Location of Fire & Carbon Monoxide Detectors & Fire Extinguishers *(All detectors are tested, batteries replaced and fire extinguishers replaced before expired on a regular basis by the property owner/manager)*

5 c. Property Lines Document *(Include statement that unit occupants may be liable for illegal trespassing)*

5 d. Garbage Document *(Identify the procedures for disposal of refuse/garbage)*

5 e. Candles, Fireplace & Wood Stove Document *(If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves. If not allowed by the property owner, a statement stating as such)*

5 f. Firepit Document *(Include statement that fires shall be made solely within a fireplace or fire-pit in accordance with all New York State burning regulations)*

5 g. No Commercial Events Document *(Statement that occupants shall not be permitted to be used for any commercial use or commercial event space)*

5 h. No Camping Document *(Statement saying No tents or campers, etc)*

5 i. Parking Document *(Parking shall be allowed solely in the designated parking spaces (off street where applicable) and in accordance with Section 623)*

5 j. Good Neighbor Statement *(Include statement that you are in a residential area and to be conscious of neighbors. Quiet Hours 11:00pm - 7:00am)*

CHECKLIST

ADDITIONAL REQUIRED DOCUMENTS

HOUSE RULES

APPLICATION SUBMISSION & FEE

Hard Copy Applications must be submitted to the Village Firehall Office, in person, by November 7, 2023 at 4:00pm. **THEY WILL STAMP YOUR APP. Plan to Submit Well Before.**

Office Hours: Tuesday and Thursdays 8:30am-4:00pm

Non-refundable Application fee: \$250 GET RECEIPT

Make checks payable to: Village of Cassadaga, 11 Mill Street, Cassadaga, NY 14718

SCAN ENTIRE APPLICATION PACKAGE AND SAVE AS A DIGITAL (PDF) COPY IN A SAFE PLACE FOR WHEN IT COMES TIME TO RENEW.

RENEWALS: Your Special Use Permit is good for 2 years, however, you must submit your entire application at least 90 days before that expiration date. **PUT THAT DATE IN A CALENDAR, SET AN ALARM, WHATEVER YOU NEED TO DO TO REMEMBER. BECAUSE IF YOU MISS THAT DEADLINE YOUR PERMIT WILL BE REVOKED AND YOU WILL LOSE YOUR PRE-EXISTING STATUS AND YOU WILL HAVE TO RESUBMIT AS A NEW STR. PLAN TO SUBMIT WELL BEFORE THAT EXPIRATION DATE.**

ANNUAL FIRE SAFETY INSPECTION: The Village Code Officer will contact ou every year to **set-up an annual Fire Safety Inspection. \$40 GET RECEIPT**

THE PROCESS

The CPA has posted on our website the following for you to easily access and download:

1. STR LAW
2. STR APPLICATION
3. FIRE SAFETY REQUIREMENTS CHECKLIST
4. LIST OF REQUIRED DOCUMENTS & INFORMATION
5. EXAMPLE OF A PLAT DRAWING
6. EXAMPLE OF A FIRE EGRESS DRAWING
8. ZOOM TUTORIAL TO COMPLETE THE STR APPLICATION
9. POWERPOINT STR APPLICATION EXAMPLE PAGE BY PAGE

Once your STR application(s) is submitted (we will determine if that needs to be hard copy and/or digitally emailed/uploaded), the Code Enforcement Officer, Jason Luce, will review the application. Once he verifies that the application has been filled out correctly and all of the required documents have been submitted properly, he will reach out to you to set up an inspection. If your property passes inspection, he will then forward all necessary information to the ZBA, and you will be contacted by the ZBA to set-up a hearing date. You must be at the hearing. Your application will then be heard, and decided upon, by the ZBA. Upon approval, the ZBA will issue you a Special Use Permit.

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CHECKLIST

APPLICATION SUBMISSION & FEE

RENEWALS

ANNUAL FIRE SAFETY INSPECTION

THE PROCESS

DOCUMENTS AVAILABLE ON CPA WEBSITE

WHAT HAPPENS NEXT?

Once your STR application(s) is submitted, the Code Enforcement Officer, Jason Luce, will review the application. Once he verifies that the application has been filled out correctly and all of the required documents have been submitted properly, he will reach out to you to set up an inspection. If your property passes inspection, he will then forward all necessary information to the Zoning Board of Appeals. The ZBA will contact you to set-up a hearing date. You must be at the hearing. Your application will then be heard, and decided upon, by the ZBA. Upon approval, the ZBA will issue you a Special Use Permit.

ZBA HEARING

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USE VARIANCE HEARING

The following are factors to be considered by the Zoning Board of Appeals prior to the issuance of a Special Use Permit:

- a. Whether the operation of an STR for the applicant will present any concerns for the public health, safety, and welfare of the community and the neighboring property owners
- b. Whether the operation of an STR will provide any concerns as it relates to issues of parking, garbage removal and congestion in the area
- c. Whether the physical STR structure is safe and suitable for intended guests, including, but not limited to concerns regarding compliance with New York State Building Code, occupancy restrictions, fire safety, sewer management, among other issues
- d. Whether the applicant has appropriate safeguards in place to address concerns including, but not limited to, violation of House Rules, maintenance
- e. Whether any signage on or surrounding the applicant's property will disrupt the culture, charm and aesthetic appeal of the neighborhood in which the STR property is located

ITEMS TO DISPLAY AT PROPERTY LOCATION

These must be available and/or posted in the property for guests to easily view

- **Chautauqua County Department of Finance Certificate**
Need a Copy? Contact Tina Huckabone 716.753.4223
- **PLAT Drawing**
- **Egress Drawing (s)** - *Must be hung on wall on each corresponding floor*
- **House Rules**
- **Cassadaga STR Permit**
- **Property Owner/Manager Contact Info**

Cassadaga Property Alliance x +

cassadagapropertyalliance.com

CASSADAGA PROPERTY ALLIANCE









Promoting Livelihood in Our Cassadaga Lakes Neighborhood

JOIN

OUT CONTACT

CASSADAGA STR OWNERS APPLICATION PROCESS

Below you will find 7 downloadable documents necessary to complete the STR application process. You will also find a VIDEO TUTORIAL of a completed STR Application Example you can watch.

-  CASSADAGA STR LAW
-  STR APPLICATION
-  DOCUMENT CHECKLIST
-  FIRE SAFETY CHECKLIST
-  EXAMPLE FIRE EGRESS DRAWINGS
-  EXAMPLE PROPERTY PLAT DRAWING
-  "HOW TO" POWERPOINT
-  ZOOM TUTORIAL FOR STR APP

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