

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.

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)*

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 you 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.

DISCLAIMER

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