



VILLAGE OF STAMFORD **SHORT - TERM RENTAL PERMIT APPLICATION**

Effective August 01, 2023

1) Property Information	
Tax Map / SBL #:	911/Physical Address:
2) Property Owner Contact Information	
Name: _____	Phone #: _____
Address: _____	Cel #: _____
Email Address: _____	
3) Property Manager / Local Emergency Contact Information	
Name: _____	Phone #: _____
Address: _____	Cel #: _____
Email Address: _____	
4) Delaware County Bed Tax Registration - (Submit registration certificate with application)	
5) STR Insurance Policy- (Submit declaration page with application)	
6) Property Plan/Plat- (Submit with application) See page 2- Appendix A for Instructions	
7) Short Term Rental Description of Property- (Submit a detailed floor plan with application)	
8) Refuse Removal Plan- Individual or Company Responsible for Removal: _____	
9) Parking- # of spaces (Must be off street): _____	
10) Number of Bedroom/Sleeping Rooms- (5 maximum): _____	
11) Proposed Number of Occupants- (10 maximum): _____	
12) Declaration: I/We declare that the statements contained herein are true and I/We have not knowingly or willfully given a false statement or false information or omitted information in connection with this application. I/We have read and understand the Village of Stamford Short -Term Rental Regulations. Signature of Owner(s): _____ Date: _____ _____ Date: _____	
SUBMIT THE APPLICATION FEE WITH THIS FORM. PLEASE MAKE CHECK PAYABLE TO THE VILLAGE OF STAMFORD	
\$150.00 for the first bedroom / sleeping room within a property:	\$ _____
\$75.00 for each additional bedroom / sleeping room:	\$ _____
\$100.00- Fire/Safety Inspection:	\$ 100.00 _____
Total Fee:	\$ _____
For Village Use Only Below	
<input type="checkbox"/> Permit Application Approved- Date: _____	
<input type="checkbox"/> Permit Application Denied- Date: _____	
Reason for Denial: _____	
Maximum Occupancy Approved: _____	
Code Enforcement Officer Signature: _____ Date: _____	



(2)

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APPENDIX A- PROPERTY PLAN INSTRUCTIONS

I - In developing your property plan please make sure the plan has the minimum drawn or noted

- a) Property boundaries
- b) Existing Property features
 - Buildings/ Structures
 - Well/septic location, if applicable
 - Parking locations/number of spaces
 - Fire extinguisher locations
 - Adjacent street(s)
 - Water bodies on property
 - Neighboring buildings within 100'

II – Any number of methods of generating a property plan are acceptable

- a) Hand drawn to scale
- b) CAD drawing
- c) Web based map. This is by far the easiest way to generate a property plan. The easiest way to do this is by using the Delaware County C.O.M.I.T website. To create a property plan using this website
 1. Got to the Delaware County C.O.M.I.T website, <https://spatial.vhb.com/comit/>
 2. The Site will open with a map of Delaware County to the right of the screen
 3. In the upper left hand corner of the map, type in the STR property address
 4. The property will come up on the screen, satellite view, roughly centered with a grey dot, property boundaries and Property Tax ID#
 5. On the right hand side of the map, on the tile ribbon, click the Print icon
 6. The Export Screen will open
 7. At the top of the box type in a file name for the map
 8. Select page setup type is defaulted to landscape A3, which should work fine. Other options are available
 9. PDF file format is the default format. This is the recommended file format
 10. Click EXPORT button towards the bottom of the box
 11. At the bottom of the box under Exported Files your file name with a .pdf extension will appear
 12. Click on this file extension, your PDF map will open
 13. Save this file to your computer
 14. Print file and add information required above
 15. Attach property plan to your permit application