

# Village of Clifton Short Term Rental Permit Application

Thank you for your interest in operating a short term rental in the Village of Clifton. Property owners must obtain a permit to operate a short term rental unit. Short term rental property is defined as a dwelling unit that is used for and/or advertised for rent for transient guests for a period of less than thirty (30) consecutive days. One application is required for each dwelling unit. Permits must be renewed yearly. Permit fee of \$25 is due with the application or renewal request. For questions, please contact Mayor Alex Bieri at (937)430-0842 or email Mayorofclifton@gmail.com.

Submit to the Village of Clifton Council with a \$25 fee for filing.

Short term Rental Address: \_\_\_\_\_

Dwelling Unit Type: Single-Family Duplex Apartment Other (describe) \_\_\_\_\_

Total No. of Bedrooms in Dwelling Unit : \_\_\_\_\_ No. of Bedrooms to Be Rented: \_\_\_\_\_

Is the Short Term Rental Unit/Property Owner Occupied? Yes \_\_\_ No \_\_\_

Number of Off-Street Parking Spaces Provided for Guests: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

## REQUIREMENTS – MUST BE SUBMITTED WITH APPLICATION

- Management Plan as outlined in the Ordinance
- Floor plans of the dwelling unit with each room labeled.
- Site plan/aerial photo indicating location of off-street parking spaces (residential short term rentals only).
- For residential short term rentals: two pieces of evidence that the dwelling is the occupant's primary residence (valid driver's license, utility bill, phone bill, bank or credit card statement) plus one piece of evidence of ownership.
- Proof of liability insurance.
- If the short term rental unit shares a common wall or common driveway with another property owner, provide a copy of written notification of intent to operate a short term rental to such neighboring property owner(s).

## CERTIFICATIONS

- I certify that I will operate my short term rental in accordance with all provisions set forth in Ordinance Regulating Short Term Rentals of the Village of Clifton.
- This rental unit is in conformance with Building Code requirements and shall be maintained and operated that way moving forward.

Property Owner Signature: \_\_\_\_\_

\*\*\*\*\* Office Use Only \*\*\*\*\*

Approved Date: \_\_\_\_\_

Initials of 2 Council Members: \_\_\_\_\_