

Town of Newfane  
**Short Term Housing – Application for Special Exception Use Permit**

Application

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Complete this form for each rental property or unit (building, house, apartment, mobile)

Name of Property Owner (print): \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Address of Rental Property: \_\_\_\_\_

Is the property owner occupied : Y N \_\_\_\_\_

Do you rent and arrange rentals directly with customers: Y N

Do you rent using a local agent, broker, realtor or representative: \_\_\_\_\_

Do you rent using online platforms : Y N Which sites: \_\_\_\_\_

Alternate Contact (responsible local contact, agent or manager):

-- required for out of area owners and properties not locally managed by the owner --

Name: \_\_\_\_\_

Affiliation (Agency, Realtor, Company, Individual): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Maximum number of renters that will be housed in unit: \_\_\_\_\_

Total square feet of rental living space (bedrooms, baths, living room(s): \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Sewer \_\_\_\_\_ or Septic \_\_\_\_\_

Number of Bathrooms: Full (waste, shower, washbasin) \_\_\_\_\_ Half (waste and washbasin) \_\_\_\_\_

Is there off-street parking: Y N Number of off-street parking spaces: \_\_\_\_\_

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Complete and leave this form with the Building Department

You will be given/sent a sheet describing additional information and sketches needed to complete the permit review. Return this information to the Building Department within 30 days of the above date.

Also submit the \$250 permit fee when your information/sketches are returned to the Building Dept.

Once all information described on the application documents and the permit fee are submitted to the Building Department, you will be contacted about scheduling your permit review with the Town of Newfane Planning Board.

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-- For office use only -- Zoning: \_\_\_\_\_ Tax ID No: \_\_\_\_\_

Date Received by Building Dept: \_\_\_\_\_

Town of Newfane  
**Applicant Information Required for a Short-Term Housing Permit**

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Submit the below information to the Building Department with your application, or within 30 days of filing your application. The permit Fee of \$250. is to be included when submitting this information.

Complete this form for each rental property or unit (building, house, apartment, mobile)

*Information should match the application form submitted for this unit*

If you are not reasonably comfortable with preparing the sketches noted below, consider obtaining help

Name of Owner (print): \_\_\_\_\_

Location/address of the rental property:  
\_\_\_\_\_

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**Attach an Exterior Sketch ...**

does not need to be a survey, distances and scale should be reasonably accurate

- A sketch of the entire rental lot showing placement of the rental building and other structures
  - Note the distance (feet) from the rental building/structure to property lines on all sides
  - Note the distance the building/structure is set back from the center of the street
  - Draw-in the position of the driveway and/or parking spaces
  - Note where house numbers are located and the size (inches) of the numbers – mark as # 4 in.
  - Note the position and size of any other signage to be used, if applicable
  - Describe the type and location of exterior area/floodlighting, if applicable  
(ex. attached, detached, post, flood, etc.)
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**Attach a separate Interior Sketch for each floor** of a rental unit ...

distances and scale should be reasonably accurate

- Sketch a general layout that shows the entire rented living space .... bedrooms, bathrooms, kitchen, living areas
- Include square feet dimensions for each bedroom and living space – designate as sf
- Show position of windows and doors that can be used as emergency exits – mark as W and D
- Show an F for the location of fire extinguishers
- Note SD for the location of smoke detectors
- Show CD for the location of carbon monoxide detectors
- Show an X for the location of exit signs
- Place an E where emergency information, the permit and copy the town noise ordinance are posted.

Signature of Owner: \_\_\_\_\_

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

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-- For office use only --      Fee: \_\_\_\_\_      Date Received by Building Depart: \_\_\_\_\_