Village of Greenport
Rental Permit Application Packet

This packet is designed to help you comply with Chapter 103 of the Village Code. It ensures safe housing, preserves neighborhood character, and provides visitors with a positive experience. Please read each section carefully. Examples are provided to help you understand what is required.

HOW TO APPLY

• Complete Sections A–F and select and complete appropriate Exhibit 1 to attach to this form. (Exhibit 1A should be attached for Hosted Short-Term Rental Permit, Exhibit 1B should be attached for Owner-Occupied Short-Term Rental Permit, Exhibit 1C should be attached for Resident Short-Term Rental Permit and Exhibit 1D should be attached for Long-Term Rental Permit).

• Collect all required attachments (See Section D).

• Submit the packet with the required fee to the Village Clerk's office.

• Wait for Building Inspector review and approval.

RENTAL PERMIT APPLICATION

Date of Application: _____/_____/_____ Permit Fee: $_____ Receipt No: _____

FOR OFFICIAL USE ONLY	
Inspection Date: Permit Approval Date:	Type of Permit: ☐ Hosted Short-Term Rental ☐ Owner-Occupied Short-Term Rental ☐ Resident Short-Term Rental ☐ Long-Term Rental
Permit Number:[1]	Term of Permit: ☐ One Year (Short-Term Rental Permit ☐ Two Year (Long Term Rental Permit

[1] Permit Number for Hosted Short Term Renta should begin with "H"; Permit Number for Owner-Occupied Short-Term Rental Permit begins with "O" and Permit Number for Resident Short-Term Renta Permit beings with "R". Long-term rental permit does not have a prefix letter.

TO BE COMPLETED BY APPLICANT:

Section A – Property Information

Rental Property Address (include any identifying address numbers in respect of proposed rental dwelling unit (i.e. "A"/"B" or "1"/"2") etc.): _____, Village of Greenport, New York, 11944

SCTM # of Property: 1001- Section _____- Block _____- Lot _____ . _____

This property is a(n) (please select one):

- ☐ One-Family House (Principal Building)
- ☐ Two-Family House (Principal Building)
- ☐ Accessory Dwelling Unit
- ☐ Multifamily Dwelling (non-commercial)
- ☐ Co-Op/Condominium
- ☐ Mixed Use Apartment Unit (over Commercial Use)

Employee Housing (please select one):

- ☐ Rental will be used for employee housing
- ☐ Rental will NOT be used for employee housing

If Rental Dwelling Unit is intended to be a short-term rental or employee housing:

Total number of Bedrooms on Rental Dwelling Unit:_____

Persons Anticipated to be Accommodated as Tenants in Rental Dwelling Unit: _____

Number and Type/Description of Dwelling Units: List each dwelling unit on the property (including any identifying number or letter for unit), proposed use of dwelling unit, location of dwelling unit and number of designated parking spaces for applicable dwelling unit). For applications in respect of apartments, condominiums or cooperatives, property should be treated as a "single dwelling unit property" with only one dwelling unit on the property (which shall be the dwelling unit for which a rental permit is sought). If more space is needed, attach an additional sheet using the same format.

Dwelling Unit	**Identifying Number, Letter or Other Characteristic of Dwelling Unit (if any)**	**Location of Dwelling Unit[2]**	**Proposed Use of Dwelling Unit[3]**	**Number of On-Site Parking Spaces Designated for Dwelling Unit that Satisfy Requirements of Chapters 103 and 150 a description of location on property**
1 (Rental Dwelling Unit)				

[2] **Note to Applicant**: In case of property with multiple dwelling units, indicate whether dwelling unit is in the principal building or in an accessory building or structure as well as the floor on which such dwelling unit is located.

[3] **Note to Applicant**: Indicate whether dwelling unit will be used as: short-term rental (rental for a period of less than 30 consecutive days), long-term rental (rental for a period of greater than 30 consecutive days), owner-occupied, employee housing or other (if other, provide description).

Section B – Owner Information

Ownership Structure of Dwelling Unit:[4] _____

Owner Information (complete for all rental applications). List all owners of applicable dwelling unit and related contact and ownership information. If more space is needed, attach an additional sheet using the same format

Owner Name	Mailing and Physica Address (No P.O. Boxes)	Phone Number (Include both Daytime and Evening)	Email	% Ownership Interest (if held through any type of entity structure)

[4] NOTE TO APPLICANT: Indicate whether ownership of dwelling unit is held through any type of trust or corporate entity (and type of such entity) or held directly in owner(s) individual names.

Related Person[5] Information (if any) (complete only if application is for a Short-Term Rental Permit). List all related persons of any owners (if any) and contact information. If more space is needed, attach an additional sheet using the same format.

Related Person Name (also indicate owner to which related person relates to)	Mailing and Physica Address (No P.O. Boxes)	Phone Number (Include both Daytime and Evening)	Email

Owner Representative Information (if any). List any owner representative's in respect of the rental dwelling unit and contact information.

Name of Owner Representative:_____

Physical and Mailing Address of Owner Representative: _____

_____

_____

Daytime/Evening Phone Numbers of Owner Representative: _____

_____

Email Address of Owner Representative: _____

[5] **Note to Applicant**: List each domestic partner of any owner of the applicable dwelling unit to the extent such domestic partner is NOT an owner (and otherwise listed above).

Section C – Permit Type (Choose One)

☐ 🏠 **Hosted STR Permit** – You (owner) or a full-time tenant lives on-site full-time and only rent bedrooms while residing in the home. Example: Owner rents out one bedroom on weekends. Only applies to properties with a single dwelling unit on site. Rental must be **incidental** to primary use of dwelling unit as residence by owner or full-time tenant. Only applies to properties with a **single dwelling unit** on site.

☐ 🏡 **Owner-Occupied STR Permit** – You (owner) live in dwelling unit at least **120 days** of the calendar year and rent the whole home when absent. Example: Owner spends summers in Greenport and rents the house during December holidays. Rental must be **incidental** to primary use of dwelling unit as residence by owner. Only applies to properties with a **single dwelling unit** on site.

☐ 👥 **Resident STR Permit** – Only applies to properties with two (2) but not more than **two (2) dwelling units** on site, both of which are located in the principal building on the property. The dwelling unit which is not the subject of the rental permit application must be occupied on a **full-time basis** by an owner or tenant. .Example: Duplex where owner lives in Unit A and rents Unit B on a short-term basis. Rental must be **incidental** to primary use of property as residence by owner.

☐ 📄 **Long-Term Rental Permit** – Rentals of 30+ days, including employee housing. Example: Lease of apartment to seasonal restaurant staff for 4 months as part of compensation for services to restaurant.

Section D – Required Attachments

In respect of **all rental applications**, each of the following:

☐ Copy of Certificate of Occupancy or letter from Village Building Inspector that no Certificate of Occupancy is Required in Respect of the rental dwelling. unit.

☐ Proof of liability insurance coverage satisfying Section 103-17(S) requirements. Example: Insurance declarations page listing policy # and coverage limits.

☐ Waste management plan. [**REQUIRED FOR ALL PERMIT APPLICATIONS**]

In respect of any rental application for a **short-term rental permit** or for **any long-term rental permit for employee housing**:

☐ Floor plan (hand-drawn acceptable), Must identify each dwelling unit contained in the principal building, any kitchen contained in the principal building, each bedroom located in each dwelling unit in the principal building and all exits. Example of an acceptable floor plan is attached hereto as Annex A.

In respect of any rental application for a **short-term rental permit**

☐ Parking plan (hand drawn acceptable). Example: Site sketch with driveway, garage, and all parking spaces marked. [REQUIRED FOR ANY SHORT-TERM RENTAL PERMIT]

☐ List of advertising/listing methods, including identification of any listing agents or independent websites. Example: Airbnb link, VRBO link, or personal website URL.

In respect of any rental application for a **resident short-term rental permit**:

☐ If the resident dwelling unit is intended to be occupied by a resident tenant, a copy of the applicable lease. Example: 12-month lease with tenant name and term dates (personal info may be redacted).

☐ If the resident dwelling unit is intended to be occupied by an owner, evidence that such resident dwelling unit is the principal residence of one or more owners of the property . Example: Government issued identification such as a driver's license, state ID

car or vehicle registration, bank or financial institution statements dated within the preceding 90 days, official correspondence from a government agency etc. – see Section 103-7(C).

Section E –INSPECTION REQUIRED

Pursuant to the Code of the Village of Greenport, Chapter 103 (Rental Properties) a safety inspection by the Building Inspector, his or her designee or a Code Enforcement Officer is required. If the owner chooses not to have said inspection performed by one or more of the aforementioned officials, certification from a licensed professional architect or engineer is required, stating that the property which is the subject of the rental permit application is in compliance with all of the provisions of the Code of the Village of Greenport, the laws, sanitary and housing regulations of the County of Suffolk and the laws adopted by the New York State Fire and Building Code Council.

☐ I am requesting that a fire safety inspection be carried out by one of the aforementioned officials of the Village of Greenport.

☐ I am submitting certification from a licensed architect/licensed professional engineer that the property has passed a fire safety inspection.

Section F – Certification Under Penalty of Perjury[6]

(STATE OF NEW YORK)

(COUNTY OF SUFFOLK)

Pursuant to Chapter 103 of the Code of the Village of Greenport, I, _____, hereby certify under penalty of perjury under the laws of the State of New York, including N.Y. Penal Law §210.10 (Perjury in the Second Degree, a Class E felony, punishable by up to four (4) years imprisonment), that all of the information contained in this application and the statements contained on Exhibit 1 hereto[7] are true and correct. I am aware of the obligation to provide timely notice of any change in required information and I have informed all owners, managers or other principals in respect of the proposed rental dwelling unit of their criminal and/or civic responsibility for the timely fulfillment of all restrictions and conditions to the issuance of a rental permit contained in Chapter 103 of the Village of Greenport Code and the timely abatement of any nuisance activity at or associated with the proposed rental dwelling unit. I have read and understand the entirety of Chapter 103, including the Rules set forth in section 103-16, and agree to comply with and be bound by such rules.

I/we understand that:

- False, incomplete, or misleading statements in this application are grounds for denial, suspension, or revocation of the rental permit.

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6 **NOTE TO APPLICANT**: CERTIFICATION REQUIRED FROM EACH OWNER AND, IF APPLICATION RELATES TO ANY SHORT-TERM RENTAL WHERE THE PROPERTY WILL ALSO BE OCCUPIED BY A RESIDENT TENANT, CERTIFICATIONS ARE ALSO REQUIRED BY RESIDENT TENANTS.

7 **NOTE TO APPLICANT**: ATTACH APPROPRIATE CERTIFICATION EXHIBIT (BASED ON TYPE OF RENTAL PERMIT SOUGHT)

- Violations may subject me/us to fines of up to $5,000, disqualification from future permits, and prosecution for perjury under New York law.

Signature(s):

Owner Signature: _____ Date: _____

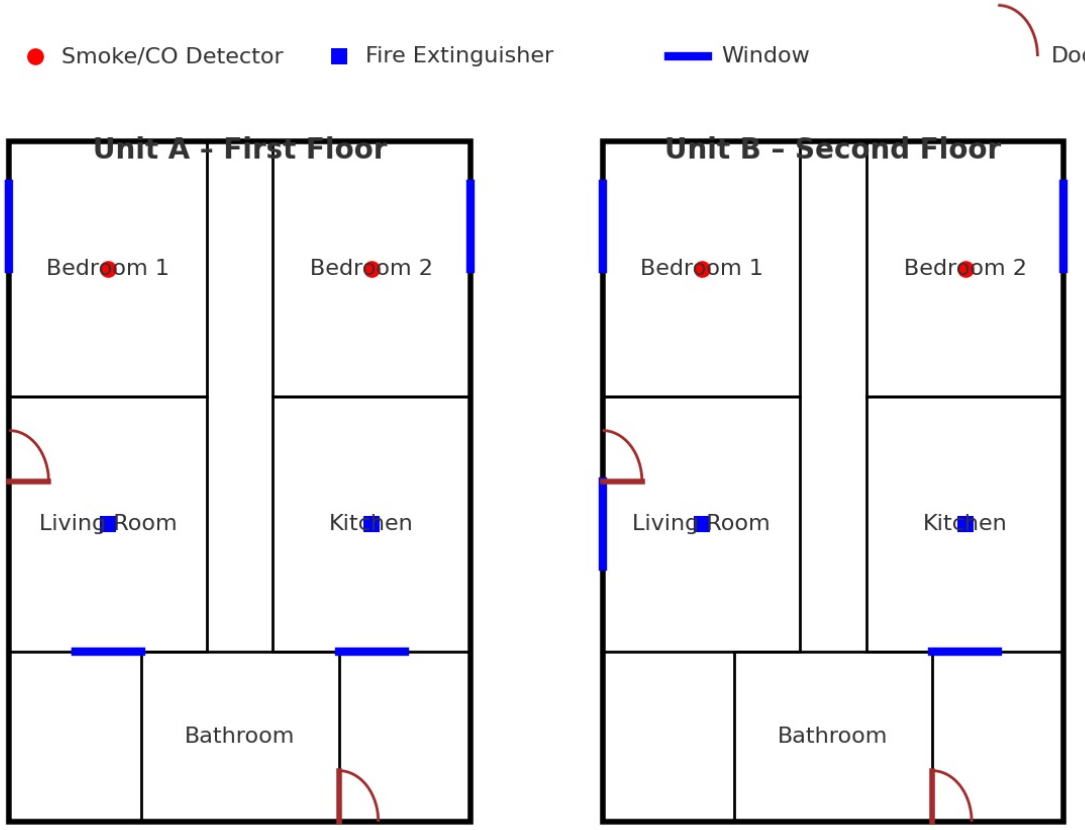
Owner Name (print): _____

Owner Signature: _____ Date: _____

Owner Name (print): _____

Sworn to before me this _____ day of _____, 20_____

Original Notary Public Signature and Original Notary Stamp Below:

ANNEX A

EXAMPLE OF ACCEPTABLE FLOOR LAYOUT/PLAN FOR RENTAL PERMIT APPLICATION
(EXAMPLE FOR TWO-FAMILY DWELLING UNIT)