

Permit #:	Date of Application:
Permit Fee:	Date Permit Issued:
C/O Fee:	Permit Expiration Date:
Bond Fee:	Name:
	Contact #:
Total Fees Due:	Type of Job:

Rental Registration Application & Guide



Incorporated Village of Poquott

45 Birchwood Avenue • Poquott, New York • 11733 • Telephone 631-476-4043 • Fax 631-331-0402

www.VillageOfPoquott.com

The Board of Trustees of the Village of Poquott has determined that serious conditions can arise from the rental of dwelling units that are substandard or in violation of the International Uniform Fire Prevention and Building Code New York State Supplement, and other codes and ordinances applicable within the Village of Poquott. These conditions include dangers from those rental dwelling units that are of inadequate size, over crowded or improperly constructed as to prevent dangerous conditions that pose hazards to life, limb, property and the overall quality of life of residents of the Village of Poquott and others.

Accordingly, as of May 17, 2017 Village of Poquott Local Law 123 requires any person or entity that owns or rents a dwelling unit in the Village of Poquott to use, establish, maintain, operate, let, lease, sublease, rent or suffer or permit the occupancy and use thereof as a rental occupancy, must obtain a valid Rental Permit each year.

- 1. Permit Application** – A Rental Registration Application must be completed and signed by **OWNER**. It is a discretionary permit. The permit will identify the one type of rental registration; “Rental Dwelling” or “Rental Occupancy”.
- 2. Fees** – A non-refundable permit application fee payable upon filing an application in accordance with the rate schedule provided in this application.
- 3. Survey** – Drawn to scale not greater than forty (40) feet to one inch, or, if not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, driveways and other physical features of the premises .
- 4. Floor Plan** – Plans are to be drawn with a straight edge in scale, include all floor levels and basement, be neat, accurate and include dimensions and information on the occupants and uses of all rooms, hallways, foyers, and other spaces; partitions, window type and sizes for sleeping rooms; door dimensions, location of smoke detectors and carbon monoxide alarms. The exterior outline and dimensions of the floor plans are to match the property survey.
- 5. Filing** - Upon the filing of a Rental Registration Application the owner/applicant of the rental dwelling unit shall arrange for an inspection of the unit within thirty (30) days. The Building Inspector an/or NYS Code Enforcement Official , certifies the structure and the dwelling units contained therein meet all applicable housing, sanitary, building, electrical and fire codes, rules and regulations, including The Property Maintenance Code of NYS and The Fire Code of NYS. When within the two weeks of the approved inspection a rental permit is issued, it is valid for 12 months from the date of issuance and must be renewed annually.

APPLICATION FOR RENTAL REGISTRATION PERMIT

General Information – the Applicant must complete this portion of the Application entirely. If additional room is necessary to list all of the information in a complete manner, or if there are multiple persons considered for a “Rental Occupancy”, then additional sheets should be attached as necessary.

APPLICANT INFORMATION		
Name of Dwelling Unit Owner:		
Name of Dwelling Unit Property Manager:		
Address of Dwelling Unit in Poquott:		
(tax map number/designation):		
Telephone (cell):	(home):	(work):
Email Address: (home):	(work):	
Fire Insurance Carrier Name:		
Policy Number:	Policy Expiration Date:	

RENTAL DWELLING – A dwelling unit established, occupied, used or maintained for rental occupancy as a one family dwelling, under or by virtue of a rental or lease agreement, verbal or written, or where any sum or thing is paid for occupancy or a charge is made for use and/or occupancy, or where occupancy is pursuant to a contract of sale or installment payment contract, or free of payment by the occupant where payment is made by another individual, organization or agency, or any other occupancy or arrangement for charge of any kind.		
Name of Renter (Tenant):		
Last Address of Renter (Tenant):		
Number of Occupants Proposed:		
Telephone of Renter (cell):	(home):	(work):
Email Address of Renter: (home):	(work):	
Previous or Current Fire Insurance Carrier Name of Renter:		
Policy Number:	Policy Expiration Date:	

RENTAL OCCUPANCY – The occupancy or use of a dwelling unit by one or more persons as a home or residence under an arraignment whereby the occupant or occupants thereof pay rent for such occupancy and use either in whole or in part. **NOTE: This information must be provided for EACH individual Rental Occupancy Renter (tenant).**

Name of Renter (Tenant):

Last Address of Renter (Tenant):

Is the Renter Listed as a Registered Sex Offender in any State of the United States? (yes or no):

Telephone of Renter (cell): (home): (work):

Email Address of Renter: (home): (work):

Previous or Current Fire Insurance Carrier Name of Renter:

Last Renter Policy Number: Policy Expiration Date:

ENDORSEMENT TO VALIDATE APPLICATION

Sign and notarize the following in order to tender the Application:

Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I _____ hereby certify that I have received, read and understand all of the enclosed instructions regarding the Rental Registration Permit Application for the Village of Poquott and have filled this application out to the best of my ability.

I swear that to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed permitted rental uses proposed. Further, I swear that there are no existing or outstanding violations of any state, county or local laws, rules or regulations pertaining to the property and dwelling unit structure subject of this Application.

Applicant Name _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

DISCLOSURE AFFIDAVIT- FOR CONFLICTS OF INTEREST

New York State, under its General Municipal Law, requires that all Applicants for discretionary permits complete an affidavit disclosing any interest, financial or otherwise, that the Applicant and Application may create between any Public Officer or Employee of the Village of Poquott, Town of Brookhaven, County of Suffolk or State of New York. The following affidavit is suitable for satisfying the requirements of the General Municipal Law with respect to this permit Application. This is a legal document. All legal documents should be read carefully, prior to execution; questions about the affidavit should be directed to Applicants legal counsel.

STATE OF NEW YORK)

)SS:

COUNTY OF SUFFOLK)

I _____, Applicant, being duly sworn depose and state that I make and complete this affidavit under the penalty of perjury and swear to the truth thereof, that I understand that this affidavit is required by Section 809 of the General Municipal Law and that a knowing failure to provide true information is punishable as a misdemeanor, and that being so warned, I do state:

That I am mindful of the provisions of Section 809 of the General Municipal Law of the State of New York and of the Penal provisions thereof as well and I state that no Public Officer of the Village of Poquott, the Town of Brookhaven, the County of Suffolk or the State of New York, has any interest, financial or otherwise, in this Application or with, or in the Applicant as defined in said Statute, except the following persons or persons which is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated.

€ There are NO Public Officer(s) that have any interest in the Applicant or Application.

OR,

€ The Public Officer(s) listed on the table below have an interest in the Applicant or Application.

Name	Address	Relationship/Interest

Applicant Name _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

FEES AND PAYMENTS

Application Fees – Applicants must pay the Application Fees identified in the table below. **Applicants are advised that in addition to the Application Fees, all Applicants will be assessed the actual cost incurred by the village for legal and engineering review of the Application by the Village’s consultants.**

	Built Prior (multiplier to base/minimum fee)
Rental Dwelling	
<i>One Bedroom</i>	\$95
<i>Two Bedrooms</i>	\$160
<i>Three Bedrooms</i>	\$220
<i>Four Bedrooms</i>	\$285
<i>Each Additional Bedroom Above Four Bedrooms; not to exceed 10</i>	\$100
Rental Occupancy	
<i>One Tenant</i>	\$95
<i>Two Tenants</i>	\$160
<i>Three Tenants</i>	\$220
<i>Four Tenants</i>	\$285
<i>Each Additional Tenant Above Four; not to exceed 10</i>	\$100

Renewal Fees – The permit must be renewed annually by payment of the fee. If any changes occur (areas occupied or tenant change), a new Application must be completed.

SURVEY AND FLOOR PLAN

The following is a list of items that are required in order to submit an application that can be reviewed by the Building Inspector. **Note: The Incorporated Village of Poquott reserves the right to impose additional requirements as deemed necessary by the Village Board of Trustees.** ALL permits are valid for one (1) year.

1. **Two (2) copies** of a survey prepared by a New York State Licensed Surveyor (surveys must be complete, legible and to scale). Pencil in additions or accessory structures proposed to scale. Show exact dimensions and distance to all property lines. If you are making a grade change to your property, the survey must present elevations inclusive of two-foot contour isopleths. Additionally, all surveys must show deed restrictions and restrictive covenants. **Surveys must be dated within five years of the applications.**
2. **Two (2) sets of floor plans** drawn with a straight edge in scale, include all floor levels and basement, be neat, accurate and include dimensions and information on the occupants and uses of all rooms, hallways, foyers, and other spaces; partitions, window type and sizes for sleeping rooms; door dimensions, location of smoke detectors and carbon monoxide alarms. The exterior outline and dimensions of the floor plans are to match the property survey.
3. **Inspections by the Building Inspector are required** in order to ensure the terms and conditions of the permit have been met. Inspections are by appointment only and can be made with the Inspector by calling Village Hall at (631) 476-4043 ext. 13. An inspection of the unit will be made within thirty (30) days of receipt of a Permit Application. The Building Inspector an/or NYS Code Enforcement Official , certifies the structure and the dwelling units contained therein meet all applicable housing, sanitary, building, electrical and fire codes, rules and regulations, including The Property Maintenance Code of NYS and The Fire Code of NYS. The Rental Registration Permit will only be issued upon approval of the Building Inspector inspection. Permits are issued or denied within two (2) weeks of completion of the inspection by the Building Inspector. Additional inspections as required by Engineer and/or Village Code Violations will incur an additional fee of \$100.00 per hour.
4. It is the responsibility of the Applicant to obtain all necessary Special Permits from the DEC, Town of Brookhaven and Suffolk County as required by the State Environmental Quality Review Act (SEQR). This may require coordinated review as determined by all involved agencies. **NO PERMIT WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.**