

**TOWN OF FORT ANN  
SHORT TERM RENTAL APPLICATION**

**Town of Fort Ann  
Short Term Rental Application**

**The contents of this application are not meant to be a substitute for the specific requirements of the Town of Fort Ann Short Term Rental Law. Rather, these application materials are intended to assist applicants with the process and to facilitate the timely review of short term rental applications. Applicants are specifically instructed to review the Town of Fort Ann Short Term Rental Law for the specific review requirements, the short term rental standards, and applicable penalties.**

**In addition, the review of short term rental applications by the Town of Fort Ann does not imply or include approvals from other government agencies. As such, the applicant is responsible for ensuring that his or her property meets with the approval of other government agencies including, but not limited to, the New York State Department of Health, and the New York State Department of Environmental Conservation, Washington County Code Enforcement, Lake George Park Commission, Adirondack Park Agency, etc.**

**Fee Amount \$350.00 per application**

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**OWNER INFORMATION**  
(all owners must be listed and sign application)

Owner Name(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
(if not Owner)  
Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Location: \_\_\_\_\_  
911 Address: \_\_\_\_\_  
Tax Map No.: \_\_\_\_\_  
Current Lot Size: \_\_\_\_\_

Description of Property and Short Term Rental Unit(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SUBMISSION REQUIREMENTS CHECKLIST**

All information below must be provided with your Application.

1. Copy of the deed to the property.
2. A detailed Site Map, which may be based on a tax map or other survey map, to include the following information:
  - 1.a. Location map, drawn to scale, showing boundaries and dimensions of the parcel or tract of land involved.
  - 1.b. Identification of roadways, contiguous properties, and any known easement(s) or right-of-way(s).
  - 1.c. Delineation of means of ingress and egress, and proposed parking area.
  - 1.d. Location of sewage disposal system and all system components.
  - 1.e. Location of well.
  - 1.f. Location of dwelling unit(s) on the property and number of bedrooms that will be used as Short-Term Rental.
  - 1.g. Location of any exterior features likely to be used by guests. i.e. fire pits, horseshoe pits, picnic tables, gazebos, sitting areas, lawn area(s) for outdoor recreation, etc.
  - 1.h. Location of any other improvements, i.e. driveways, garages, swimming pools, structures, fence(s), hedgerow(s), etc.
  - 1.i. Location of any water courses, ponds, lakes, wetlands on the premises.
3. A copy of the Certificate of Compliance for the sewage disposal system and all components thereof, including number of bedrooms, sizing, and location of the entire system.

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**SIGNATURES**

The undersigned, being duly sworn, deposes and affirms that I am the owner of the property that is the subject of the foregoing application including all maps, plats, reports, and other documentation supporting same. I hereby state that I have reviewed the application including all maps, reports and other documentation supporting same, and that the information provided thereon is true and accurate. I hereby affirm that my property is in compliance with Short Term Rental Standards contained in Article 3 of the Short Term Rental Local Law. I specifically understand that the Town of Fort Ann will rely on the truth and sufficiency of the information provided and the undersigned agrees to indemnify, defend and hold the Town of Fort Ann, its agents, employees and representatives harmless from any and all claims, suits, demands, losses, judgments or orders arising out of the inaccuracy or insufficiency of any of the information supplied by the undersigned or its agents.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Owner (s)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

*If the applicant or owner has a separate Designated Contact Person, the following must be executed:*

The undersigned, being the owner's designated contact person for the Short Term Rental License of the property which is the subject of the foregoing application, does hereby state that he/she/it has reviewed the foregoing application including all maps, reports and other documentation supporting same, and that the information provided thereon is true and accurate. The undersigned further acknowledges the following:

- 1- I will address any complaint received regarding the Short-Term Rental property within one (1) hour of receiving the complaint;
- 2- I will document all complaints and responses and submit them to the Town upon reasonable request; and
- 3- I have the authority to make statements and representations on my behalf of the Owner, to the Town and to agree to comply with the terms of the Short Term Rental Local Law.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Designated Contact

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Printed Name