

## VILLAGE OF ELLICOTTVILLE

1 W Washington Street, PO Box 475, Ellicottville, NY 14731

Phone: (716) 699-4636 #2

Email: amyvillageevl@gmail.com

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# SHORT-TERM RENTAL REGULATIONS & APPLICATION

## General Regulations

- **Zoning Compliance:**  
Short-term rentals are permitted only in designated districts per the Land Use Tables (Section 3B, Village Zoning Law, LL 1 of 2019). A valid license from the Village Code Enforcement Officer is required before establishing or occupying a short-term rental.
- **Annual Application & Fee:**  
A completed application, and the associated licensing fee must be submitted annually. The annual permit date is June 1<sup>st</sup>. For new applications, upon receipt, the Village Clerk will notify the Code Enforcement Officer who will schedule a property inspection within 10 business days. will issue a license within five (5) business days if all requirements are met.
- **Posting Requirements:**
  - The license number must be conspicuously posted:
    - On any advertising platform.
    - Within ten (10) feet of the main interior entrance of the rental property.
  - Local emergency contact and general emergency info (911, police, etc.) must also be posted near the entrance.
- **Property Maintenance:**  
Operators must comply with local laws on parking, garbage, lawn care, property upkeep, and noise.
- **Occupancy Limits:**  
Occupancy may not exceed the number listed on the license.
- **Parking Rules:**  
All occupant vehicles must be parked on-site, as per the license. No vehicles on lawns, landscaped areas, or in the public right-of-way.
- **Prohibited Vehicles:**
  - No large vehicles (12+ person capacity) for transport or parking on single-family rentals.
  - No RVs or trailers may be parked or used by renters.
- **Trash Disposal:**  
Must comply with Village Code on Solid Waste and Recycling.
  - Trash may not be set out more than 24 hours before pick-up.
  - Emptied cans must be removed within 24 hours of collection.

- **Noise Restrictions:**
    - Noise audible on other private properties is prohibited.
    - Violations of Village Noise Ordinance (Local Law #6 of 2006) are penalized.
  - **Local Contact Requirement:**
    - A local contact person (within 25 miles) must be provided to the Village.
    - Must be authorized to manage emergencies and always be reachable.
    - Any change in contact must be submitted in writing to the Village Clerk and Code Enforcement Officer.
  - **Special Conditions – Single-Family Residences:**
    - Must obtain a license.
    - Additional conditions may be attached to maintain neighborhood character.
    - Conditions must be posted inside the property.
  - **Signage Restrictions:**
    - One sign per property.
    - Max size: 12" x 18".
    - Must be placed in a window or door.
    - No signs on trees, poles, public areas, or structures.
    - No flashing or internally lit signs.
    - Signs must appear professionally made.
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## ENFORCEMENT & PENALTIES

- **Violations:**  
May result in a civil fine of **at least \$1,000 per infraction**, increasing to **\$2,000** if a second violation occurs within 24 months. Ongoing violations incur **\$1,000 per day**.
  - **Examples of Violations Include:**
    - Operating without a license.
    - No or inaccurate local contact information.
    - Over occupancy or parking issues.
    - Improper trash handling.
    - Advertising non-compliance.
    - Noise violations.
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## FEE STRUCTURE

Unit Type	Fee
Studio to 2 Bdrm	\$400
3-4 Bdrm	\$750
5 Plus Bdrm	\$1000
Grandfathered Units **will also follow the unit type fee structure	

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## SHORT-TERM RENTAL SAFETY CHECKLIST

- Is street address visible from outside?
- Emergency egress routes compliant?
- Life safety systems have been serviced in past 12 months.
- No combustibles near baseboard heaters?
- Fire extinguisher(s) available and visible?
- Fire extinguisher labeled if not visible, inspected annually?
- CO alarm present? Location: \_\_\_\_\_
- Fuel-burning appliance in garage?
- Smoke alarms are present in each bedroom.
- Smoke alarms under 10 years old and functioning.
- Electrical