



Town of Bristol  
6740 County Road 32  
Canandaigua, New York 14424

Bristol Code Review Advisory Committee  
Short-Term Rental DRAFT  
April 14, 2024

HISTORY: Adopted by the Town Board of the Town of Bristol (Date Adopted)

**Purpose:** The Bristol Code Review Advisory Committee finds that establishing regulations for SHORT-TERM RENTALS in the Town of Bristol is supported by the Comprehensive Plan. Specifically, Sections 3.2.3 “Economic Development” and 3.2.5 “Housing” call out the need for more services available for visitors, the need for support for low impact and home-based businesses, and assistance for residents in managing home ownership costs. In addition, there appears to be a base of SHORT-TERM RENTAL properties already in existence in our town. Guidance and expectations for these operations supplied by the town would lead to an improved experience for all.

SHORT- TERM RENTALS shall be allowed in all zoning districts, except L-I.

**§350-xx-1. Definitions.**

As used in this chapter, the following terms shall have the meaning indicated:

SHORT-TERM RENTAL - Any portion of real property rented for compensation in exchange for lodging for a period of not more than 29 consecutive nights. For this chapter, the term "SHORT-TERM RENTAL" shall not include a bed-and-breakfast, boarding/lodging house, hotel, motel, or ongoing month-to-month tenancies.

SHORT-TERM RENTAL CERTIFICATE - Document issued by the Town of Bristol confirming that all regulations and guidelines have been met by the property owner.

**§350-xx-2. Presumption of dwelling unit as SHORT-TERM RENTAL property.**

- A. The presence of the following shall create a presumption that all or a part of the property is being used as a SHORT-TERM RENTAL: All or a part of the property is offered for lease for a period of 29 consecutive nights or less through any form of advertising, including SHORT-TERM RENTAL websites such as, but not limited to, Airbnb, Home Away and VRBO.
- B. The foregoing presumptions may be rebutted by evidence presented to the Code Enforcement

Officer that the premises is not operated as a SHORT-TERM RENTAL.

**§350-xx-3. Required permit.**

- A. Owners shall not use their property as a SHORT-TERM RENTAL without obtaining a revocable SHORT-TERM RENTAL permit.
- B. A SHORT-TERM RENTAL permit shall be valid for three calendar years and must be renewed 30 days prior to expiration of current permit if the premises is to continue to operate as a SHORT-TERM RENTAL. The permit year will end on December 31 of the third year.
- C. The SHORT-TERM RENTAL permit is not transferable to a new owner. The new owner of the property intending to use it as a SHORT-TERM RENTAL must file a new permit application.
- D. Properties with SHORT-TERM RENTAL commitments existing on the date this section takes effect shall be permitted to honor existing commitments and continue to make commitments for SHORT-TERM RENTALS but must apply for a permit within 180 days of the Local Law's effective date for all future SHORT-TERM RENTAL commitments. In the event such an application is denied, all commitments shall be cancelled.

**§350-xx-4. SHORT-TERM RENTAL Permit application requirements.**

- A. Applications for a SHORT-TERM RENTAL permit may be obtained from the Town of Bristol Code Enforcement Office. A SHORT-TERM RENTAL application shall be submitted to the Code Enforcement Officer, accompanied by payment of a nonrefundable application fee to be determined from time to time by resolution of the Town Board. The application shall include the following:
  - (1) The signatures of all owners or their designated agents.
  - (2) A statement authorizing the Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within this chapter.
  - (3) An acknowledgement of present and ongoing compliance with the SHORT-TERM RENTAL standards as defined in this chapter.
  - (4) A list of each property owner and the name of any manager or management agency managing the property, including names, addresses, telephone numbers, and email addresses of each.
  - (5) The name, address, telephone number, and email address of a contact person, who shall be responsible and authorized to act on the owners' behalf to promptly remedy any violation of the standards outlined in this section. The contact person may be an owner, or an agent designated by the owner(s) to serve as a contact person and shall respond to any correspondence or concern from the Town Code Enforcement Officer within 24 hours.
  - (6) A floor plan for each level of the dwelling that can be occupied measuring at least 8.5

inches by 11 inches, drawn to scale and certified by the applicant, and will be on file in the Code Office. The floor plan does not need to be prepared by a professional, but must include the following:

- (a) The location of buildings and required parking.
  - (b) Basement: location of house utilities and all rooms including bedrooms, windows, exits, and any heating/cooling units.
  - (c) First floor: all rooms including bedrooms, windows, exits, and any heating/cooling units.
  - (d) Second floor: all rooms including bedrooms, windows, exits, and any heating/cooling units.
  - (e) Attic (if present): all rooms including bedrooms, windows, exits, and any heating/cooling units.
- (7) A statement that none of the owners of the subject property have had a SHORT-TERM RENTAL Permit revoked within the previous year for any rental properties owned individually or together with others.

#### **§350-xx-5. SHORT-TERM RENTAL standards**

##### **A. Property requirements.**

- (1) Property must comply and meet all current NYS Uniform Building Codes.
- (2) There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
- (3) Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke-detecting or other alarm device.
- (4) There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the Permit holder(s) to ensure each contains a full charge. A record of the date inspected initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer upon request.
- (5) The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
- (6) Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- (7) Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code Enforcement Officer during the permitting process. Any defects found

shall be corrected prior to permit issuance.

- (8) All fireplaces shall comply with all applicable laws and regulations.
  - (9) The property must have a minimum of one off-road parking space for every bedroom shown on the floor plan included with the application.
  - (10) Maximum occupancy for each SHORT-TERM RENTAL unit shall not exceed three people per bedroom shown on the floor plan included with the application.
  - (11) The water supply to the property must meet all state requirements.
  - (12) See Town Code (§350-35 - §350-41) “Article VIII Signs and Billboards” for regulations regarding signs.
- B. Permit holders must provide evidence of property insurance and a certificate of liability insurance indicating the premises is rated as a SHORT-TERM RENTAL and maintain such insurance throughout the term of the SHORT-TERM RENTAL Permit.
- C. Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall always be secured with tight-fitting covers to prevent leakage, spilling or odors, and placed where they are not clearly visible from the road except at approximate pick-up time.
- D. Permit holders must have a rental contract, which includes the following:
- (1) Maximum property occupancy.
  - (2) Maximum on-site parking provided.
  - (3) Good neighbor statement stating:
    - (a) The SHORT-TERM RENTAL is in a residential area in the Town of Bristol and renters and their guests should be considerate of neighboring homes.
    - (b) Renters and their guests are requested to observe quiet hours Sunday through Thursday from 10:00 p.m. - 7:00 a.m. and Friday and Saturday from 11:00 p.m. - 7:00 a.m.
    - (c) All renters and their guests will be subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct.
    - (d) Littering is illegal.
    - (e) Recreational campfires must be attended.

**§350-xx-6. Procedure upon filing application:**

- A. SHORT-TERM RENTAL Permit applications shall be filed with the Town of Bristol Code Enforcement Officer with all supporting documentation and the nonrefundable fee. Only

completed applications will be accepted by the Town's Code Enforcement Officer.

- B. The Code Enforcement Officer may decline to accept an application for consideration for any of the following reasons:
  - (1) The application documentation required by this section was not included or the full permit fee was not paid.
  - (2) A previously issued SHORT-TERM RENTAL Permit was revoked within the past year and defects and/or violations have not been corrected and inspected by the Code Enforcement Officer.
- C. Upon receipt of a completed SHORT-TERM RENTAL Permit application, adjacent property owners of the SHORT-TERM RENTAL will be notified of the application by the Town of Bristol.
- D. Upon the Code Enforcement Officer's acceptance of the completed permit application, all documents and information required by this section and the permit fee, the Code Enforcement Officer shall have 30 days to conduct a property inspection to certify and approve that all SHORT-TERM RENTAL requirements have been met and again at the time of permit renewal.
- E. Upon approval of the SHORT-TERM RENTAL application by the Code Enforcement Officer, a SHORT-TERM RENTAL Permit will be issued. SHORT-TERM RENTAL Permits issued pursuant to this Section shall state the following:
  - (1) The names, addresses and phone numbers of each person or entity that has an ownership interest in the SHORT-TERM RENTAL property.
  - (2) The name, address and phone number of a primary contact person who shall be available during the entire time the SHORT-TERM RENTAL property is being rented.
  - (3) The maximum occupancy and vehicle limits for the SHORT-TERM RENTAL property.
  - (4) Identification of the number of and location of parking spaces available.
  - (5) Any conditions imposed by the Zoning Board of Appeals and/or Code Enforcement Officer.

**§350-xx-7. Conformity and display of SHORT-TERM RENTAL Certificate.**

- A. SHORT-TERM RENTAL Permits are subject to continued compliance with the requirements of these regulations.
  - (1) The SHORT-TERM RENTAL Certificate, maximum occupancy limit, maximum parking, contact form in case of emergency and standards shall be prominently displayed inside and near the front entrance of the SHORT-TERM RENTAL; and
  - (2) The SHORT-TERM RENTAL Permit holder shall ensure that current and accurate information is provided to the Code Enforcement Officer and that they notify the Code Enforcement Officer immediately of any change in the information displayed on the permit. If, based on such changes, the Code Enforcement Officer issues an amended

SHORT-TERM RENTAL certificate; the owners must immediately post the amended permit inside and near the front entrance of the SHORT-TERM RENTAL.

**§350-xx-8. Compliance and penalties.**

- A. Violations of this section or of any SHORT-TERM RENTAL Permit issued pursuant to this section shall be subject to enforcement and penalties prescribed in this chapter.
- B. If the Code Enforcement Officer has probable cause to believe that the homeowner is not in compliance with the provisions of this Law, the Code Enforcement Officer may request permission from an owner of the SHORT-TERM RENTAL Permit to enter the premises and to conduct an inspection of the short-term rental property for purposes of ensuring compliance with this section. If the property owner refuses to allow the Code Enforcement Officer to inspect the property, the permit will be revoked. If an inspection authorized herein is conducted, the Code Enforcement Officer shall use the results of such inspection in determining whether to revoke the permit.
- C. If the Code Enforcement Officer either witnesses or receives a written complaint of an alleged violation of this section or of any SHORT-TERM RENTAL Permit issued pursuant to this section, the Code Enforcement Officer shall properly record such complaint and immediately investigate the report thereon. If the Code Enforcement Officer determines there is a violation of this code, the Owners shall be notified in writing by first class mail and certified return receipt mail of said violations and the Code Enforcement Officer may take any, or all, of the following actions:
  - (1) Attach conditions to the existing SHORT-TERM RENTAL Permit.
  - (2) Suspend the SHORT-TERM RENTAL Permit. The notice of suspension shall be provided to the property owner and a copy filed with the Town Clerk.
  - (3) Require corrective action that remedies the violation(s). The corrective action must be completed and approved within 30 days of notice from the Code Enforcement Officer or the owner risks revocation of the SHORT-TERM RENTAL Permit.
  - (4) Issue a court appearance ticket for violation of Town Law.
  - (5) Revoke the SHORT-TERM RENTAL permit. Should a permit be revoked, all owners of the SHORT-TERM RENTAL are prohibited from obtaining a SHORT-TERM RENTAL Permit on the property for one year after the date of revocation. The Code Enforcement Officer shall send notices of revocation to property owners and shall file a copy with the Town Clerk.
- D. The Code Enforcement Officer may immediately suspend or revoke a SHORT-TERM RENTAL based on any of the following grounds:
  - (1) Applicant has falsified or failed to provide information in the application for a permit or the application for permit renewal.

- (2) Applicant failed to meet or comply with any of the requirements of this chapter.
- (3) The owner is in violation of any provision of the Code of the Town of Bristol.
- (4) The owner has violated any provision of the Penal Code of the State of New York, which violation occurred at, or related to the occupancy of the SHORT-TERM RENTAL.
- (5) Any conduct on the premises, which disturbs the health, safety, peace or comfort of the neighborhood or which otherwise creates a public nuisance.
- (6) Removal or disrepair of any safety devices such as, but not limited to, smoke and carbon monoxide detectors, fire extinguishers and egresses.

**§350-XX-9. Application for renewal of permit.**

Renewal permits will be granted for an additional three-year term if the following conditions are met:

- A. Application for renewal of the SHORT-TERM RENTAL Permit shall be made 30 days prior to expiration of current permit and requires payment of application fee.
- B. At the time of application for renewal, the owner or designated agent must present the previous permit for SHORT-TERM RENTAL.
- C. Any violations must be remedied prior to renewal of a permit for SHORT-TERM RENTAL.

**§350-XX-10. Appeals and hearings.**

The property owner is entitled to appeal the Code Enforcement Officer's determination to the Zoning Board of Appeals when a property owner's application for a SHORT-TERM RENTAL Permit or renewal is denied or a SHORT-TERM RENTAL Permit is revoked. A notice of appeal shall be filed with the Town Clerk and the Zoning Board of Appeals within sixty (60) days of the Code Enforcement Officer's filing of the denial or revocation with the Town Clerk.