

Town of Aurora BnB/STR Instructions

A BnB or STR requires a Special Use Permit as regulated in Town Code Chapter 116 Zoning.

Town Code Definitions:

Bed-And-Breakfast (BnB): an owner-occupied residence resulting from a conversion of a one-family dwelling, used for providing overnight accommodations and a morning meal to not more than 10 transient occupants and containing not more than five bedrooms for such occupants.

Short-Term Rental (STR): an owner-occupied dwelling or dwelling group that is converted and rented for periods of not less than one night and not more than thirty consecutive days. Limited to not more than 6 transient occupants and three bedrooms for such occupants.

Owner Occupied: a parcel or dwelling that is used by the owner(s) as their primary residence

Non-Owner Occupied: a parcel or dwelling that is not used by the owner(s) as their primary residence

Application Requirements:

For review and approval of a Special Use Permit, the following items must be submitted to the Town Board:

- ____ Completed Application. Application shall clearly indicate if application is for BnB or STR as defined above.
- ____ Application fee payable to the Town of Aurora
- ____ Property deed
- ____ Narrative describing all operations of the BnB/STR, including but not limited to, number of rooms/occupants
- ____ Detailed floor plan(s) showing living spaces, bedrooms, egress, smoke/CO and fire extinguisher locations
- ____ Survey of the property with parking identified on it. Code requires 1 space per rented room plus 2 spaces for property owner
- ____ Fire Inspection of BnB/STR scheduled with the Building Dept on _____
- ____ Short Environmental Assessment Form (SEAF) Part 1

Agency Review: The Town Board may circulate the Special Use Permit application packet to the following agencies for review and comment, as necessary:

Town: Planning Board, Building Department, Highway Department, Town Attorney

County: Department of Environment and Planning

Fire: East Aurora FD, South Wales FD, or West Falls FD

Incomplete applications will not be accepted for review.

Applications submitted by the deadline (14 days prior to the Town Board meeting) will be placed on the agenda at the discretion of the Town Board.