



TOWN OF ROSENDALE

Building & Codes Department

1915 Lucas Avenue

Cottkill, NY 12419

Ph: (845) 658-3159 Ext. 5

Office Use Only in This Box

Date Received: _____

Permit Number: _____

Date Approved: _____

Permit Fee Paid: Cash Check Credit

Application Fee: \$25.00

Registration Fee: \$ 100.00

Inspection Fee: 125.00

Short Term Transient Rental Application

1. Property Information

Location (Street Address): _____

SBL: _____ Zoning District: _____

Business Name: _____

2. Property Owner Information

Property Owner Name(s): _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Cell: _____ Email: _____

3. Agent/Property Manager/Emergency Contact

Name (must be other than listed above): _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

4. Building/Property Information Details

Owner Occupied Non-Owner Occupied

Rented in Part Rented in Whole

Hosting Platform: _____

Number of Bedroom/Sleeping Areas: _____

Maximum Occupancy: _____

Number of Parking Spaces: _____

Water: Municipal Private / Septic: Municipal Private

Heat: Oil Propane Electric

Pool: Yes No

Hot Tub: Yes No

Water Body: Lake Pond Stream Creek

Garbage Removal: Company Self Haul

Number of Fire Extinguishers: _____ Kitchen _____ Furnace Room _____

Fireplace: Yes No - Allowed Use: Yes No

Wood Burning Stove: Yes No - Allowed Use: Yes No

Outdoor Grill: Yes No

Building Approximate Square Footage: _____

Unit Approximate Square Footage: _____

Plat Map: Drawing, Ulster County Parcel Viewer or Google Maps

Proof of Insurance: _____

Applicant is required by Ulster County Law to register the Short Term Rentals with the Ulster County Commissioner of Finance and receive a certificate of authority empowering the owner to collect the county tax pursuant to section 312-8 of the Code of the Ulster County

By signing below, the property owner has verified all information in this form is accurate and up to date.

Applicant/Operator Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

House Rules

Must be posted near inside entrance to Short Term Rental

- 1) Police, Fire, or medical emergencies – 911
- 2) NYS Poison Control Center – 1-800-222-1222
- 3) Diagram of Emergency ingress and egress plan posted
- 4) Location of all fire extinguishers – Kitchen & Furnace Room
- 5) Location of house property lines
- 6) Garbage disposal procedures
- 7) If property owner allows - outdoor fire pit or fireplace must be in accordance with NYS Fire Code Rules
- 8) If property owner allows - indoor fireplace or wood burning stove instructions
- 9) No commercial use or events
- 10) No outdoor camping
- 11) Parking in designated area only
- 12) No space heaters or lit candles
- 13) Must comply with Town noise standards
- 14) Not to exceed number of sleeping unit
- 15) Name of Agent/Property Manager/Emergency Contact person within 30 minutes along with their phone number