

"The Heart of the Park...Where the Eagle Soars"

www.shandaken.us

Supervisor: (845) 688-7165 Police: (845) 688-9902 **Town Clerk: (845) 688-5004** Justice Court: (845) 688-5005

Justice Court: (845) 688-5005 Assessor: (845) 688-5003

Assessor Fax: (845) 688-5708 ZBA/ZEO/Planning: (845) 688-5008

> Highway: (845) 688-9901 Fax: (845) 688-2041

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

Short Term Rental License Application Instructions

Applications must be fully complete, including all requested documents and returned on the original forms provided. Applications will not be considered complete unless the Application Fee (\$150.00) is included. If the application is found to be incomplete, it will be returned to the applicant, and won't be considered until the completed application is submitted. Applications are considered on a first come first serve basis.

All applications must be returned to: Town Clerk - STR

PO Box 67

Shandaken, NY 12480

All abutting and adjacent property owners will be notified of the application via certified mail. The cost of notifying the abutters via certified mail is the responsibility of the applicant.

Applicant will be provided with an invoice and list of notified abutters and payment in full is due upon receipt.

You can review the adopted Short Term Rental Law on our website at https://www.shandaken-ny.com/str-info/

Short Term Rental Fee Schedule

One Time Application Fee \$150.00

Annual License Fee

To be paid upon applications approval

Absent Owner	1 Bedroom Residence	\$500.00
Owner whose primary residence		
is outside the Town of Shandaken	each additional bedroom	\$250.00
Resident Owner	1 Bedroom Residence	\$400.00
Owner whose primary residence is in the Town		
of Shandaken, not on the Licensed Property	each additional bedroom	\$200.00
Owner Occupied	1 Bedroom Residence	\$300.00
Owner whose primary residence is on the		
Licensed Property	each additional bedroom	\$ 50.00

APPLICATION FOR SHORT TERM RENTAL LICENSE

Property Owner:			
Owner Type:	[] Owner Occupied Owner resides on Licensed Property	[] Resident Owner Owner resides in Shandaken, not on the Licensed Property	[] Absent Owner Owner resides outside Shandaken
Tax Map#/SBL:	Date of Purchase:		_ # of Bedrooms:
Property Location:			
Mailing Address:			
Contact Phone #'s:	Day Time	// Night Time	
Email:			
Property Manager:			
Local Address:			
Contact Phone #'s:	Day Time	/	
Email:			
A1	ong with the completed any	plication the following must b	e provided
	perty Map including boundar	•	e provided
[] Floor Plan drawn	to scale with rooms and dime	ensions	
[] Ulster County Ce	rtificate of Authority		
[] A copy of Propert	y and STR/Landlord Insuranc	ce	
[] A copy of the Eme	ergency Contact Document p	oosted in the STR	
[] A copy of the dee	d for the property		
[] Non-refundable a	pplication fee (\$150)		
[] Owner Occupied	and Resident Owner Applica	ants – Proof of Residency (Drive	rs License, Utility Bill, Tax Bill,
		Vehicle Registration etc.)	3 documents will be required

A non-refundable application fee of \$150.0	0 is due upon receipt of app	olication. We accept cash or checks made
out to Town Clerk. Visa, Mastercard and	Discover credit card paym	ents are also accepted.
Name on Card:		
Billing Address:		Billing Zip:
Card Number:	CVV:	Expiration Date:
A 2.6% Bank Fee	will be added to all Credit C	Card payments.
An initial provisional License will be issued License fee. A fully approved License will I inspection of the Licensed property by the by the applicant.	l upon receipt of complete a see issued following review :	by the Zoning Enforcement Officer, and
Upon receipt of a Short Term Rental Licens platform (Airbnb, Vrbo etc)	e, the license number must	be made a part of the heading on each
Any change in the name of person(s) holdito the Town within ten (10) days of such charesponsible to comply with the provisions liable for any violation thereof.	ange. All persons holding a	n ownership interest in an entity shall be
I/we,	the ab	ove-named applicant(s) hereby attest
that I/we have read the Town of Shandaker true to the best of my/our knowledge and I knowledge, complies with the State Buildir	n STR Law and that the informoelief and that the STR is saf	mation provided on this application is e and habitable and, to my/our
Signature:	Date: _	
Signature:	Date:	
This statement does not supersede the Code Enfo and regulations. False statements made on this a	pplication are punishable as a C of the Penal Law.	Class A misdemeanor pursuant to Section 210.45
Ac State of New York	knowledgment of Individua	al County of Ulster
On the day of ir	the year before	•
appeared	-	<u> </u>
satisfactory evidence to be the individual(s	——————————————————————————————————————	
acknowledged to me that he/she/they exe		
his/her/their signature(s) on the instrument individual(s) acted, executed the instrument	, ,	erson upon behalf of which the
	_	
	Office Use Only	
Date Recd: Recd By:	Appl	lication Fee Recd: [] Yes [] No
Application Complete: [] Yes [] No	Documentation Needed	d:
	Date Recd:	
Owner Type: [] Owner 0	Occupied [] Resident Ov	vner [] Absent Owner
Annual License Fee:	Annual License Fee Re	cd:
Provisional License Issued:	License #:	
Fully Approved License Issued:		