



TOWN OF HURLEY, NEW YORK

SHORT TERM RENTAL (STR) PERMIT APPLICATION

NEW RENEWAL UPDATE INFO

FEES PAID DATE _____

Application Fee - \$250.00 per year (first year to be paid with completed application)

OFFICE USE ONLY	
License #	_____
Issue Date:	_____
Expiration Date:	_____

STR PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell Phone #: _____ E-Mail: _____

STR PROPERTY AND UNIT INFORMATION

STR Property Address: _____ SBL: _____

Type of Unit: ___ Part of Main Residence

___ Accessory structure (___ whole structure ___ partial use)

___ Unit on adjacent property under same owner (___ whole structure ___ partial use)

Number of bedrooms: _____ Maximum Occupancy (2 per bedroom): _____

If STR property is adjacent to owner's residential property, provide address of owner's main property:

Street Address: _____ SBL: _____

SUBMISSION CHECKLIST

- Proof of ownership of STR property (e.g., copy of deed, receipt of STAR Credit or STAR exemption)
- Proof of residence (e.g., driver's license, passport, copy of a utility bill in property owner's name)
- Proof of liability insurance
- STR building floorplan showing number and location of all dwelling units, bedrooms, bathrooms and kitchens on the STR property, and the bedrooms, bathrooms and kitchens proposed for STR use
- Safety/Egress plan and drawing
- Parking layout plan and drawing identifying parking location, complying with the standards set forth in § 210-29 of the Hurley Zoning Law and not restricting access for fire and safety vehicles or equipment
- Waste removal plan, ensuring garbage shall not be allowed to remain outside for a period greater than 24 hours at curbside and shall be kept in an approved container
- Copy of Ulster County Commissioner of Finance Certificate of Authority empowering the owner to collect the county tax from the occupant pursuant to Section 312-8 of the Code of Ulster County

PROPERTY OWNER'S CERTIFICATION

I _____, residing at _____
_____, in Hurley, NY, hereby certify under penalty of perjury, that the property proposed for the short-term rental is owned either wholly or partly by me, that the Short-term rental property is my domicile at which I legally reside or is adjacent thereto, that if the short-term rental unit is on adjacent property under my ownership, the short-term rental unit is easily visible from my home; that to the best of my knowledge the short-term rental property is safe and fit for human habitation; that I will comply with all of the conditions and restrictions of the short-term rental permit; that no portion of the property will be utilized as a short-term rental unless it meets the requirements of the current International Fire, Residential and Building Codes; that to the best of my knowledge the property is in compliance with all the provisions of this law, the applicable provisions of the Town Code, the International Fire Code, current International Building Code and the New York State Code Supplement; and that the required building permits and certificates of occupancy are in place for all existing structures and units on the short-term rental property.

Signed: _____ Date: _____

Printed Name: _____

SHORT-TERM RENTAL (STR) INFORMATION SHEET

Requirements of Section 210-33 of Hurley Zoning Law:

- The STR must be in a one- or two-family dwelling or accessory structure
- The STR parcel must be the principal residence of the owner or an adjoining parcel
- The owner must be a natural person and not an artificial entity
- The owner must reside in the principal residence on a year-round basis
- If the STR is on an adjoining parcel under same ownership, the owner must be able to monitor the STR
- The parcel must not be regulated as a commercial or other non-residential use
- The owner must occupy and be on the premises during the term of the rental
- The STR may not be in a condominium unit
- The STR parcel must meet the requirements of the Density Control Schedule in the Hurley Zoning Law
- The STR must not be in a storage shed, recreation room, garage, or a temporary structure such as a tent, yurt, RV, trailer or other parked vehicle
- The property must meet the requirements of the current International Fire, Residential and Building Codes
- All building permits and certificates of occupancy must be in compliance for the property
- Garbage must not remain outside for a period greater than 24 hours at curbside and must be kept in an approved container

INSPECTIONS

- STRs must be inspected by the Code Enforcement Officer within 30 days of submission of the application and prior to any permit renewal, to determine compliance with the Section 210-33 and all other provisions of the Town Code, International Building Code and New York State Code, as may be amended from time to time.
- Failure to comply with a scheduled inspection may result in a denial of the STR application.
- If the Code Enforcement Officer determines that the proposed STR is not in compliance, the STR shall be discontinued until it has been re-inspected and found in compliance. The owner shall be subject to a re-inspection fee in accordance with the Fee Schedule of the Town of Hurley.