

**TOWN OF ANCRAM**  
1416 County Route 7 Ancram, NY 12502  
Phone (518) 329-6512 ext. 207

**BUILDING DEPARTMENT**  
**DEPARTMENT OF ZONING AND CODE ENFORCEMENT**

**BUILDING PERMIT APPLICATION FOR SHORT TERM RENTAL INSPECTION**

OWNER'S CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

OWNER'S REPRESENTATIVE CONTACT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

STRUCTURE INFORMATION

Street Address: \_\_\_\_\_

Property Tax # \_\_\_\_\_

PROPERTY INFORMATION

DOH SEWER / SEPTIC ENGINEER'S LETTER \_\_\_\_\_

COPY OF ADVERTISEMENT \_\_\_\_\_

REQUIRED DOCUMENTATION WITH APPLICATION:

- ~ Site Plan of property including dimensions showing there is sufficient parking (and lighting) within a designated area.
- ~ Photograph of Structure(s) and parking area
- ~ Floor Plan (drawn to scale)
- ~ Current Tax Bill Indicating Proof of Property Ownership
- ~ Insurance certificates for short term rentals
- ~ Coincidental Use of STR for Special Events Yes \_\_\_\_\_ No \_\_\_\_\_
- ~ Annual Building Department STR Fee of \$250.00 Paid on \_\_\_\_\_ Check # \_\_\_\_\_

*I hereby certify and acknowledge by my signature below the following:*

\_\_\_\_\_ *The application is complete and accurate*

\_\_\_\_\_ *I have received and understand the applicable STR Supplemental Regulations in Town of Ancram Zoning Law.*

\_\_\_\_\_ *I consent to inspections*

\_\_\_\_\_  
*Signature of Property Owner* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Signature of Owner's Representative* \_\_\_\_\_ *Date*

*Notary* \_\_\_\_\_

\_\_\_\_\_  
*Code Enforcement Officer* \_\_\_\_\_ *Date*

*Code Enforcement Officer*

*Date*

## FACTORS FOR SHORT TERM RENTAL (STR) CONSIDERATION

\_\_\_\_\_ Premises occupancy for all STR uses shall be limited to a maximum of 4 bedrooms with a total of 2 tenants 12 years of age or older per bedroom, plus 2 accompanying children under the age of 12 per bedroom.

\_\_\_\_\_ Tenant bedrooms for rental shall be limited to being within the principal dwelling and / or one accessory building with a limit of 4 bedrooms total.

\_\_\_\_\_ Visitors of STR tenants shall not remain as lodgers overnight if their presence exceeds occupancy standards at Section (b) (3) (a), above.

\_\_\_\_\_ The owner, operator, or designated representative of the STR property owner shall be available and shall respond on site at the STR property within 30 minutes of being notified of a complaint by any one of the following: the Town of Ancram CEO; a Town of Ancram elected official; the NYS Police; or the Columbia County Sheriff's Department.

\_\_\_\_\_ All noise standards pursuant to the Town of Ancram Ordinance #1, May 20, 1997, and to the Town of Ancram Zoning Law Article V (A) (9) (e), or to any successor laws, ordinances or standards shall be met including that noise levels shall not exceed 55dBA at the property line, except for agriculture, unless where noted.

\_\_\_\_\_ There shall be no vehicular parking in connection with any STR use on any Town, County or State road, unless on street parking is currently allowed.

\_\_\_\_\_ The STR owner shall inform tenants in writing and shall post in a prominent place within the STR the street address of the STR and the agency name and telephone numbers for fire, police, and medical emergency services. If the STR is equipped with a security alarm system, the owner shall provide the agency name and contact information. It shall be the affirmative responsibility of the property owner to ensure that the tenant always has the most current emergency contact information.

\_\_\_\_\_ The proposed use shall protect natural environmental features, will not negatively impact traffic and will have no greater overall impact on the site and its surrounding than would full development of uses of the property permitted by right, considering environmental, social and economic impacts of traffic, noise, dust, odors, release of harmful substances, solid waste disposal, glare or any other nuisances.

**ISSUANCE OF PLANNING BOARD SHORT TERM RENTAL  
SPECIAL USE PERMIT (SUP) IS NECESSARY.**

## CHECKLIST FOR SHORT TERM RENTALS (STRs)

\_\_\_\_\_ Inspection completed and determined to be in compliance with current International Building Codes

\_\_\_\_\_ Compliance with Columbia County Department of Health Certification OR Signed and Stamped Engineer's Letter

\_\_\_\_\_ Application meets occupancy standards.

\_\_\_\_\_ Application includes all submissions.

\_\_\_\_\_ 911 Address Posted on Premises.

\_\_\_\_\_ Smoke and Carbon Monoxide Detectors on Premises

\_\_\_\_\_ Fire Extinguisher on Premises

\_\_\_\_\_ Town of Ancram Planning Board Approved Special Use Permit (SUP).