

TOWN OF ANCRAM
DEPARTMENT OF ZONING AND CODE ENFORCEMENT
BUILDING DEPARTMENT
1416 County Route 7
Ancram, NY 12502
Phone 518-329-6512 x207/208
Fax 518-329-6535

BUILDING PERMIT APPLICATION FOR SHORT-TERM RENTAL INSPECTION

OWNER'S CONTACT INFORMATION

Name: _____
Address: _____
Email: _____
Phone: _____

OWNER'S REPRESENTATIVE CONTACT INFORMATION

Name: _____
Address: _____
Email: _____
Phone: _____

STRUCTURE INFORMATION

Street Address: _____
Property Tax #: _____

PROPERTY INFORMATION

DOH sewer/septic engineer's letter _____
Copy of advertisement _____

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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 _____
- Building Department STR Operating Permit fee of \$250

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 the Town of Ancram Zoning Law.*

_____ *I consent to inspections.*

Signature of Property Owner

Date

Signature of Owner's Representative

Date

Code Enforcement Officer

Date

Notary _____

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FACTORS FOR SHORT-TERM RENTAL (STR) CONSIDERATION

- _____ Premises occupancy for all STR uses shall be limited to a maximum of four (4) bedrooms with a total of two (2) tenants 12 years of age or older per bedroom, plus two (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 four (4) bedrooms total.
- _____ Visitors of STR tenants shall not remain as lodgers overnight if their presence exceeds occupancy standards as stated 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 dated May 20, 1997, and to the Town of Ancram Zoning Law Article V (A) (9) (e). Any successor laws, ordinances or standards shall be met including that noise levels shall not exceed 55 dBA 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 surroundings 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.

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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)