



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

www.shandaken.gov

Supervisor: (845) 688-7165
 Police: (845) 688-9902
 Town Clerk: (845) 688-5004
 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.us/wp-content/uploads/2025/02/NEWstr-law-update-3.2024.pdf>

Short Term Rental Fee Schedule

One Time Application Fee \$150.00

Annual License Fee

To be paid upon applications approval

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

Email: _____

Along with the completed application the following must be provided

- ☐ A copy of the Property Map including boundaries posted in the STR
 - ☐ Floor Plan drawn to scale with rooms and dimensions
 - ☐ Ulster County Certificate of Authority
 - ☐ A copy of Property and STR/Landlord Insurance
 - ☐ A copy of the Emergency Contact Document posted in the STR
 - ☐ A copy of the deed for the property
 - ☐ Non-refundable application fee (\$150)
 - ☐ Owner Occupied and Resident Owner Applicants – Proof of Residency (Drivers License, Utility Bill, Tax Bill, Vehicle Registration etc.) 3 documents will be required
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A non-refundable application fee of \$150.00 is due upon receipt of application. We accept cash or checks made out to Town Clerk. **Visa, Mastercard and Discover** credit card payments 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 Card payments.

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An initial provisional License will be issued upon receipt of complete application, application fee and Annual License fee. A fully approved License will be issued following review by the Zoning Enforcement Officer, and inspection of the Licensed property by the Code Enforcement Officer or a Code Certified professional retained by the applicant.

Upon receipt of a Short Term Rental License, the license number must be made a part of the heading on each platform (Airbnb, Vrbo etc)

Any change in the name of person(s) holding interest in the STR or their contact information shall be provided to the Town within ten (10) days of such change. All persons holding an ownership interest in an entity shall be responsible to comply with the provisions of this local law and the Good Neighbor Flyer and each shall be liable for any violation thereof.

I/we, _____, the above-named applicant(s), hereby attest that I/we have read the Town of Shandaken STR Law and that the information provided on this application is true to the best of my/our knowledge and belief and that the STR is safe and habitable and, to my/our knowledge, complies with the State Building Code, Fire Prevention Code and Uniform Code.

Signature: _____ Date: _____

Signature: _____ Date: _____

This statement does not supersede the Code Enforcement Officer's authority to inspect STR's and enforce applicable laws, rules and regulations. False statements made on this application are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Acknowledgment of Individual

State of New York

County of Ulster

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

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Office Use Only

Date Recd: _____ Recd By: _____ Application Fee Recd: ☐ Yes ☐ No

Application Complete: ☐ Yes ☐ No Documentation Needed: _____

Date Recd: _____

Owner Type: ☐ Owner Occupied ☐ Resident Owner ☐ Absent Owner

Annual License Fee: _____ Annual License Fee Recd: _____

Provisional License Issued: _____ License #: _____

Fully Approved License Issued: _____ License Expires: _____