

SBL: \_\_\_\_\_

Application Date: \_\_\_\_\_

## TOWN OF WOODSTOCK



## BUILDING DEPARTMENT

45 Comeau Drive, Woodstock NY 12498 Tel: 845-679-2113x13 • E-mail [building@woodstockny.org](mailto:building@woodstockny.org)

### APPLICATION FOR SHORT TERM RENTAL PERMIT

OWNER OCCUPIED: ☐ HOME (1-2 BEDROOMS) ☐ ESTABLISHMENT (UP TO 5 BEDROOMS)  
NON OWNER-OCCUPIED: ☐ HOME (1-2 BEDROOMS) ☐ ESTABLISHMENT (UP TO 5 BEDROOMS)

Property Owner : \_\_\_\_\_  
(If LLC provide list of owners/ corporation papers)

Property Location: \_\_\_\_\_

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

Contact Phone #'s: \_\_\_\_\_

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

**(If non owner occupied)**

Prop. Manager/ Host: \_\_\_\_\_

Contact Phone #'s: \_\_\_\_\_

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

# of Bed Rooms \_\_\_\_\_ #Off street parking spaces: \_\_\_\_\_

Pool/Hot tub \_\_\_\_\_ Yes \_\_\_\_\_ No

Water supply \_\_\_\_\_ Public \_\_\_\_\_ Private

**Please Provide with this Application:**

Proof of Residence \_\_\_\_\_  
Copy of Tax Map w/ prop highlighted \_\_\_\_\_  
Safety / Egress Plan \_\_\_\_\_  
Layout of Property/ Site Plan \_\_\_\_\_  
Parking Plan \_\_\_\_\_  
Plan for Garbage removal \_\_\_\_\_  
Potable Water Test (if private) \_\_\_\_\_  
Copy of Ulster County Cert. of Authority \_\_\_\_\_  
Notarized Affidavit & affirmation of local law \_\_\_\_\_

**Short Term Rental Fee Schedule:**

1. Application Filing Fee of \$50.00  
(Due with this permit application)
2. Operating Fee Due Upon Approval  
and Annually Thereafter  
\$400 Plus \$50.00 per Bedroom  
(DO NOT submit annual fee with permit application)

I acknowledge that my property will be subject to inspection by the Town.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**OFFICE USE:**

Permit Fee: \_\_\_\_\_

STR Permit #: \_\_\_\_\_

SUP if required: \_\_\_\_\_

Paid ☐ Check #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Open Permits or Violations: \_\_\_\_\_

Revised 1/25/2024

AFFIDAVIT

I/We \_\_\_\_\_ are the owner(s) of the  
property at \_\_\_\_\_

(street location)

In the Town of Woodstock.

I / We hereby swear that I/We have read the Short Term Rental law provided, and understand my obligations as the  
property owner.

\_\_\_\_\_  
(owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(owner)

\_\_\_\_\_  
(date)

State of New York

County of \_\_\_\_\_

Subscribed to and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

by (print signer's name) \_\_\_\_\_

\_\_\_\_\_  
Notary Public