

TOWN OF WOODSTOCK PLANNING BOARD  
Ulster County, NY

SUP Case # \_\_\_\_\_  
Date received: \_\_\_\_\_  
Property Violations? Y ☐ N ☐

**Submit 1 copy of application, 3 copies of site plans submitted to Building Department & \$100 Application Fee (payable to Town of Woodstock). Submit .pdf copy of plans to [planning@woodstockny.org](mailto:planning@woodstockny.org).**

**Questions? Call office: (845) 679-2113 x 16**

**APPLICATION FOR SPECIAL USE PERMIT FOR SHORT TERM RENTAL**

**Please print**

Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Location of subject property (street address): \_\_\_\_\_

Tax Parcel ID # (Section-Block-Lot): \_\_\_\_\_

Zoning District(s): \_\_\_\_\_ Date property was acquired: \_\_\_\_\_

Describe any Restrictions or Easements (incl. utility easements) affecting property (refer to your deed for this information):  
\_\_\_\_\_  
\_\_\_\_\_

Description of Special Use Permit and reason(s) for request: Short Term Rental  
\_\_\_\_\_  
\_\_\_\_\_

Name of authorized Agent/Representative\*: \_\_\_\_\_

\* Written authorization required. See form attached. (Representative, Caretaker, Property Manager, etc)

Attachments: ☐ Site Plan in accordance with requirements of Zoning Law Sections 260-68, -75, -76  
☐ Application Fee made payable to Town of Woodstock  
☐ Signed Authorization to Represent Owner form, if applicable  
☐ Copy of Tax Map(s) and list of contiguous property owners with mailing addresses

Signature(s) of Owner(s): X \_\_\_\_\_ Date: \_\_\_\_\_  
X \_\_\_\_\_

☉ Also refer to additional attached forms to be completed and information sheets to assist you with preparing your plans...(application continues)

## Town of Woodstock - Special Use Permit application

**Also refer to additional forms to be attached to this application\*** and other information:

*\* Permission to Inspect Property* (part of application)

*\* Form to list contiguous property owners, addresses & parcel ID #s* (part of application)

*\* Authorization Form for Applicant's Representatives/Agents* (part of application, if applicable)

*\* Waiver Request Form* (if applicable)

*Checklist for preliminary site plans per Zoning Law* (assists with application & plan preparation)

*Memo: Missing or Requested Materials deadline for submission*

It is also recommended that you refer to the Planning Board's *Design Manual* available on the Town's website: [woodstockny.org](http://woodstockny.org). Select link for *Boards and Committees*, then *Planning Board*, then *Documents*. A separate design manual is also available for projects that are located in the Scenic Overlay District.

TOWN OF WOODSTOCK  
PLANNING BOARD  
**PERMISSION TO INSPECT PROPERTY**  
(part of application)

It is necessary for some or all members of the Woodstock Planning Board (herein the Board) to inspect the property for the project you are proposing. By signing this permission form, you are granting permission for members of the Board, their consultants (such as professional planners and engineers), and persons accompanying the inspecting party (where needed for safety and/or administrative purposes), to access your property for the purpose of verifying information in your application and for facilitating the resolution of your application. This may occur with or without further notice or appointment. It may occur with or without you or your representative present. In some instances, the Board may require you or your representative to be present, and, if so, the Board will work with you to set a mutually convenient time to meet at the site. Measurements and other analyses may be required to be taken. The data gathering will be non-invasive unless additional permission is agreed to in advance.

Permission is granted to the inspecting party(s) to disregard No Trespassing signs, gates, posted notices and so forth, as necessary. You agree to remove any dangerous obstacles or hazards, or make them known to the Board in advance. You agree to keep a road or pathway clear and the property duly flagged, if required, or unless otherwise noted in the record.

The Board agrees, without need for signature of this document, to try to keep such inspections as minimally invasive, safe and timely as possible.

This permission expires upon the resolution of your application, including a withdrawal. It continues where conditional approval(s) are granted, for the purpose of verifying that such condition(s) have been met.

Property owner(s): \_\_\_\_\_  
                                (print)                                 (sign)  
\_\_\_\_\_  
\_\_\_\_\_

Owner(s) Representative: \_\_\_\_\_  
(with written authorization) (print) (sign)

Date signed: \_\_\_\_\_

AUTHORIZATION FORM FOR APPLICANT'S REPRESENTATIVES/AGENTS

To the Town of Woodstock Planning Board:

This will authorize \_\_\_\_\_  
(print representative's name)

to represent me/us and make statements on my/our behalf at scheduled meetings  
before the Planning Board in the matter of \_\_\_\_\_  
\_\_\_\_\_

Check type of application(s):

( ) Subdivision ( ) Site Plan Review ( x ) Special Use Permit ( ) Wetlands Permit

Print property owner(s) name: \_\_\_\_\_  
\_\_\_\_\_

Owner's signature(s)\*: X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

Date signed: \_\_\_\_\_

**\*PLEASE NOTE:** If owner of record is an Estate, Trust, LLC, PC, etc., please submit evidence that the person signing has authority to do so as an agent of such entity, and include that person's title (printed), e.g. Trustee, Executor, Director, President, etc., with signature. **All owners of record must sign this authorization**, including spouses, partners, family members, etc.

Representative's signature: X \_\_\_\_\_  
Date signed: \_\_\_\_\_

Representative's address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number & Email: \_\_\_\_\_  
\_\_\_\_\_

(part of application form)

Applicant/Owner(s) \_\_\_\_\_

( ) Subdivision ( ) Site Plan Review ( x ) Special Use Permit ( ) Wetlands Permit

☐ List *Names, Mailing Addresses and Tax Parcel ID numbers (Section-Block-Lot#)* of ALL contiguous property owners, including those across streets, streams or other land features which would touch the subject property if the street/stream, etc., were not there. Addresses must be taken from the current tax rolls, available in the Woodstock Assessor's office, or by accessing the Ulster County Real Property parcel data from their website: [ulstercountyny.gov/maps/parcel-viewer](http://ulstercountyny.gov/maps/parcel-viewer)

☐ Also provide a *copy of the relevant section(s) of the tax map* for the subject property, available from the Assessor's office or County website, above.

1.	Section-Block-Lot #	Name & Address (please print)
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Attach additional page(s) if needed

TOWN OF WOODSTOCK  
PLANNING BOARD

WAIVER REQUEST FORM

I/We \_\_\_\_\_, the applicant(s) and owner(s) of the property located at \_\_\_\_\_ or the duly authorized representative of the owner, do hereby request the following waiver(s) from application requirements for:

Type of review (check one):

- ☐ Site Plan Review      ☐ Special Use Permit      ☐ Major Subdivision  
☐ Minor Subdivision      ☐ Wetlands Permit

I/We request waiver(s) from: (check one and complete all information requested)

☐ Town Code Chapter 260: Zoning Law, Section #: \_\_\_\_\_  
Specific waiver(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Town Code Chapter 202: Subdivision of Land, Section #: \_\_\_\_\_  
Specific waiver(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for waiver request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print (name): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_