



## **Town of Lloyd Building Department**

**Office of the Building Department Director**

**12 Church Street, Highland, NY 12528**

**P: 845-691-2735 x112**

### **Short Term Rental Initial Notice**

The Town of Lloyd has been informed that, at the property location above, a transient, short-term rental is, was or will be operating. A short-term rental includes the rental of part of the whole of a dwelling for a limited period of time. Types of short-term rentals could include rentals advertised on websites such as AirBNB, VBRO and the like.

If there is no rental listing at this property, please email [svannostrand@townoflloyd.com](mailto:svannostrand@townoflloyd.com) or call indicating that no rentals occur at the property. If there are still listings at one of the online listing sites, please make sure they are taken down promptly if you have no intention of renting at the property. Otherwise, please follow the instructions below.

Per Section 100-42.a of the Town of Lloyd Code, a special use permit and fire safety inspection is required to operate a short term rental in the Town. The special use permit is valid for two years after its granting by the Planning Board. After two years, the permit is renewable for additional two-year periods via an administrative process performed by the Building Department.

Before the issuance of the initial special use permit, a fire safety and property maintenance inspection will be performed by the Building Department. Thereafter, a fire safety and property maintenance inspection will be performed at least once per year as long as there is a valid special use permit for the short-term rental.

Attached to this notice is a Short-Term Rental Application. Please fill it out and submit to the Building Department, with a copy of the Ulster County Commissioner of Finance Certificate of Authority and three checks, one in the amount of \$300.00 for the initial special use permit application, one in the amount of \$300 for the escrow and another in the amount of \$100.00 for the first required fire safety and property maintenance inspection. All checks should be made out to the Town of Lloyd.

Prior to submittal, please review section 100-42.a of the Town's Code. Note especially section 100.42.a.P, which details information which should be included with the application form.

If you have any questions, please contact the Building Department at the number at the top of this letter.

Thank you for your attention to this matter.



## Town of Lloyd

12 Church St, Highland, NY 12528

845-691-2144 opt 3

### Short Term Rental (STR) Application

Date of Application/ Number

#### Contact Information

Property Address of STR:	Emergency Contact or local manager (day or night)
Property Owner Name	Emergency Contact phone
Property Owner Mailing Address	Local manager street address
Property Owner Email	Local manager email
Property Owner phone	Local manger phone

Owner Occupied <input type="checkbox"/> Non-Owner Occupied <input type="checkbox"/>	Property Rented in Part <input type="checkbox"/> Rented in Whole <input type="checkbox"/>
Hosting Platform(s)	
Parking spots:	Maximum Occupancy
Municipal Water/Sewer Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of most recent Fire Safety/ Property Maintenance Inspection:
How is garbage removed?	
How often is garbage removed?	
Include House Rules for rental space as an attachment.	Include Plat or Site Plan of property, including aerial view.

Description of rental space. Include number of bedrooms or sleeping areas and occupancy of each.

Describe method of egress from bedrooms or sleeping areas (include egress windows and doors).

Number of bathrooms, kitchen or cooking areas.

List all amenities, including exterior items (such as pools, outdoor grills, etc).

Applicant must include with this form a copy of the Ulster County Commissioner of Finance Certificate of Authority for the rental.

## Application Process.

The initial application to operate a short-term transient rental shall be submitted to the Planning Board for a Special Use Permit. Notification of the application shall be sent to neighbors within 200 ft of the property by the Building Department upon permit application.

- (1) The application shall include the following, in addition to any other information required for a Special Use Permit application:
  - (a) Contact information. The names, addresses, email address(es) and day/night telephone numbers of the property owners and local managers shall be included on the application.
  - (b) Designation of the STR as Owner Occupied or Non-Owner Occupied, as defined herein.
  - (c) Designation of the STR as Rented in Part and/or Rented in Whole, as defined herein.
  - (d) Hosting Platform information. The applicant shall provide the names and URLs for all hosting platforms or other advertising platforms, such as but not limited to AirBnB, VRBO or other hosting websites; and Facebook, Instagram, or other social media postings used by the applicant for advertisement of the short-term transient rental unit. Any changes or additions to the listed hosting/advertising platform shall be reported on the applicant's renewal permit.
  - (e) Parking. The number of off-street parking spaces to be provided shall be stated on the application. Off street parking shall be provided to accommodate the occupancy of the short-term transient rental unit, one parking space for each sleeping room in the dwelling plus other parking as required by §100-29. Vehicles shall not be parked on front lawns. There shall be no on-street parking allowed. No parking shall be allowed outside of the parking spots designated and detailed on the permit.
  - (f) Maximum Occupancy. The maximum desired occupancy by the operator shall be stated on the application. The Code Enforcement Officer shall establish the maximum occupancy. The Code Enforcement Officer shall limit the number of occupants based on the number, size, configuration, and furnishings of the bedrooms and/or sleeping rooms, and per the provisions of NYS Uniform Fire Prevention and Building Code.
  - (g) Water and septic. The source of the water supply shall be stated on the application and the permit. The septic system shall be functioning, and the type, size, and location of the septic system shall also be stated on the application. New permit applications shall require documentation as determined acceptable to the Planning Board, indicating that the septic system is found to be currently working properly and is adequate for the Short-Term Transient Rental maximum occupancy.
  - (h) Fire Safety. Documentation of location and existence of fire safety devices in compliance with NYS Uniform Fire Prevention and Building Code.
  - (i) Description. State the occupancy of each bedroom and sleeping room and the methods of ingress and egress (examples: doors and windows) shall be included with the application. No kitchen shall be occupied for sleeping purposes.
  - (j) Plat. The applicant shall submit an aerial plat of the property showing approximate property boundaries and existing features, including buildings, structures, well, septic system, parking spaces, firepits/outdoor fireplaces, driveways, streets, streams and other water bodies, and neighboring buildings within one hundred (100) feet of the short-term transient rental unit. This does not need to be a survey. This is easily obtained free of charge from many online sources.
  - (k) Garbage Removal. The applicant shall state how garbage is to be removed from the property. The applicant is responsible for all refuse and garbage removal. The applicant shall be responsible for either (a) contracting with a refuse company or (b) the owner or property manager shall remove garbage on a weekly basis. If there is a dumpster located on the property, the location of the dumpster shall be depicted on the plat submitted with the application.
  - (l) House Rules. The applicant shall submit a copy of the house rules (see below Section T for required House Rules.)
  - (m) Jurisdiction. If a property owner does not reside within thirty (30) miles of the Town of Lloyd Town Hall, then they must designate the Local Manager, as an agent.
  - (n) A copy of the Ulster County Commissioner of Finance Certificate of Authority

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

## Emergency Contact Sheet

Structure Name/Use: \_\_\_\_\_

Number of Apartments: \_\_\_\_\_

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

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

Owner: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Emergency Contact (Other than Owner): \_\_\_\_\_

Emergency Contact's Street Address: \_\_\_\_\_

Emergency Contact's Telephone Number: \_\_\_\_\_

Emergency Contact's Email Address: \_\_\_\_\_

Fire Alarm Company Name (if applicable): \_\_\_\_\_

Fire Alarm Company Contact Number: \_\_\_\_\_

Sprinkler Company Name (if applicable): \_\_\_\_\_

Sprinkler Company Contact Number: \_\_\_\_\_

## **TOWN OF LLOYD SHORT TERM RENTAL SCHEDULE**

<b><u>STR Application Submission Due Dates</u></b>	<b><u>Meeting Dates</u></b>
January.....12/31/22.....	1/19/23 & 1/26/23
February.....1/27/23.....	2/16/23 & 2/23/23
March.....2/24/23.....	3/16/23 & 3/23/23
April.....3/31/23.....	4/20/23 & 4/27/23
May.....4/28/23.....	5/18/23 & 5/25/23
June.....5/26/23.....	6/15/23 & 6/22/23
July.....6/29/23.....	7/20/23 & 7/27/23
August.....7/28/23.....	8/17/23 & 8/24/23
September.....8/31/23.....	9/21/23 & 9/28/23
October.....9/29/23.....	10/19/23 & 12/26/23
November.....10/27/23 .....	11/16/23
December.....None.....	12/7/23

**Note: These submission dates are only for Short Term Rentals. All materials (including completed fire safety inspections) that are needed in order to appear before the board need to be submitted by the submission dates corresponding to the applicable meeting. All materials received after the submission dates will be placed on the next meeting.**

**Note: Both boards reserve the right to change meeting dates because of inclement weather, other emergency or extraordinary circumstances. We will make every effort to advise all involved/interested parties, on the **Town of Lloyd Website** and on the **official Town of Lloyd Facebook page**.**

**Note: Usually meetings are conducted in the Town Hall meeting room on the first floor. Anticipated large public attendance for a particular application may require that the meeting be conducted at another town facility pending availability, and this information is included in the meeting notice.**

**Town of Lloyd Building Department (845)691-2144 ext 117**