

Town of Marlborough  
Planning Board Application

***Application For:***  
***Home Occupation*** \_\_\_\_\_

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Application Number: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Tax Section Block and Lot: \_\_\_\_\_

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

Number of Acres: \_\_\_\_\_ Sq. Footage of Building: \_\_\_\_\_

Description of Project **(include number of lots/units & bedrooms)**: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Telephone Number of Property Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name

## CHECKLIST FOR HOME OCCUPATION

I. The following items shall be submitted for a COMPLETED Planning Board Application Form

1. \_\_\_\_\_ Completed Application
2. \_\_\_\_\_ Application Fee ( Separate check from escrow fee )
3. \_\_\_\_\_ Escrow Fee ( Separate check from application fee )
4. \_\_\_\_\_ Copy of deed ( Proof of Ownership )
5. \_\_\_\_\_ Completed Checklist ( Automatic rejection of application without checklist )

II. The following check list items shall be required with submittal to include :

1. \_\_\_\_\_ All existing structures on property ( drawn plot plan of all structures on property )
2. \_\_\_\_\_ Parking Layout ( location of owners & guests parking )- Town Code 155-27 (2)(b)
3. \_\_\_\_\_ Garbage Location and Garbage Removal Plan
4. \_\_\_\_\_ Property Boundaries ( survey - only if available, if not a accurate drawing of the property )
5. \_\_\_\_\_ Floor Plan of Home ( drawn with accurate dimensions of each room in home )
6. \_\_\_\_\_ Safety Egress Plan - To be posted in rental unit on back of each bedroom door
7. \_\_\_\_\_ Emergency Contact Information and 911 Address - To be posted in rental unit
8. \_\_\_\_\_ Copy of proof of registration of the Home Occupation (B&B and STR) with Ulster County
9. \_\_\_\_\_ Must Comply with State and Local Building Code Requirements ( Letter from CEO )

**Notice :** Only those structures and uses that have received a Certificate of Occupancy may be legally occupied pursuant to the Marlborough Town Code. The issuance of a Home Occupation Certificate or Bed & Breakfast Certificate or a Short Term Certificate does not mean that ALL structures , or portions thereof, on said property may be legally occupied. Only structures permitted by this application shall be deemed legally occupied.

Under penalties of perjury, I declare that I have completed this application and to the best of my knowledge and belief it is true, correct and complete, and I further declare that I have the authority to sign this application and that I am the owner of the said property.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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

## Planning Board Fees

*(All Applications Subject To Escrow Fees)*

### **Application Fees:**

Home Occupation Fee

**Escrow Deposit:** *(To be replenished to 75% of original escrow when level drops to 25% remaining in account.)*

Home Occupation Fee

### **Engineer Inspection Fees (All Town Road Installation Inspections)**

Improvements as approved by Town Engineer

5% of the estimated cost to construct

## ADDITION TO TOWN CODE :

### Section 155-1 DEFINITIONS

#### OWNER -

A person who, or a entity which, either independently or jointly, owns and possesses a right to convey fee title to the property.

#### TITLED OWNER -

The one holding the greatest number of rights, or most important rights in a piece of real estate. The title owner is called the owner, even if the property is encumbered by a mortgage.

#### FEE OWNERSHIP -

The person who owns the fee simple title to the real property with full right to convey property ownership to heirs, successors, legal representatives, and assigns.

#### SHORT TERM RENTAL -

A furnished self-contained detached dwelling unit that is rented for short periods of time, usually less than 30 days, that the titled owner of that dwelling unit lives and occupies, as their main residence , next door or directly across the street from that dwelling unit. Use is subject to review by the Planning Board.

## ADDITION TO TOWN CODE

### Section 155-12 USE REGULATIONS

#### Residential District ( R )

155-12 A (4) (k) - Short Term Rentals

#### Residential District ( R-1 )

155-12 B (4) (m) - Short Term Rentals

#### Rural Agricultural District ( R-Ag-1 )

155-12 C (4) (q) - Short Term Rentals

\* All will be special uses requiring planning board review with public hearing

# TOWN OF MARLBOROUGH

PO BOX 305 - MILTON N.Y 12547

( 845 ) 795-5100

## APPLICATION FOR SHORT TERM RENTAL CERTIFICATION

\* This application must be filled out completely and a approval letter from the Town of Marlborough Planning board must be attached.

### Property Owner Contact Information :

Owners Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone : \_\_\_\_\_  
Cell Phone : \_\_\_\_\_  
Email : \_\_\_\_\_  
Section-Block-Lot \_\_\_\_\_

### Property Information :

Section-Block-Lot \_\_\_\_\_

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

District Location : R R-1 RAG-1 ( circle one )

Is this a : single family home detached dwelling ( circle one )

Is this property : directly next door across the street same property ( circle one ) to the OWNER

Number of bedrooms : \_\_\_\_\_ Number of bathrooms : \_\_\_\_\_

WATER: Private or Municipal - ( circle one ) SEWER: Private or Municipal - ( circle one )

Number of parking spaces available : \_\_\_\_\_

Maximum Occupancy for overnight guest : \_\_\_\_\_

Any other structures on the property ? \_\_\_\_\_

Is approval from the Town of Marlborough Planning Board attached : YES NO ( circle one )

## CHECKLIST FOR SHORT TERM RENTAL CERTIFICATION

### I. The following items shall be submitted for a Annual Short Term Rental Certification

1. \_\_\_\_\_ Completed Application
2. \_\_\_\_\_ Application Fee ( \$500.00 Payable to Town of Marlborough )
3. \_\_\_\_\_ Copy of deed ( Proof of Ownership )
4. \_\_\_\_\_ Copy of Tax Bill ( Proof of address )
5. \_\_\_\_\_ Planning Board approval letter

### II. The following items shall be required with submittal for Short Term Rental Certificate :

1. \_\_\_\_\_ Exterior Plot Plan Showing all existing structures on the property including :
  - a. \_\_\_\_\_ Property Boundaries
  - b. \_\_\_\_\_ Parking Layout
2. \_\_\_\_\_ Floor Plan of Home - all floors including basement
3. \_\_\_\_\_ Copy of Safety Egress Plan - To be posted in rental unit on back of each bedroom door
4. \_\_\_\_\_ Emergency Contact Information and 911 Address - To be posted in rental unit
5. \_\_\_\_\_ Proof of registration of the Short Term rental with Ulster County

**Notice :** Only those structures and uses that have received a Certificate of Occupancy may be legally occupied pursuant to the Marlborough Town Code. The issuance of the Short Term Certificate does not mean that ALL structures , or portions thereof, on said property may be legally occupied. Only structures permitted by this application shall be deemed legally occupied.

**Acknowledgment :** This Short Term Rental Certificate application is a annual application and is subject to a annual renewal fee set forth by the Town of Marlborough and listed in the town fee schedule. This application is also subject to revocation or non-renewal if applicant fails to adhere to the Codes of the Town of Marlborough (examples but not limited to : noise, property maintenance, parking, signs, snow removal etc.)

Under penalties of perjury, I declare that I have completed this application and to the best of my knowledge and belief it is true, correct and complete, and I further declare that I have the authority to sign this application and that I am the owner of the said property.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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

# SHORT TERM RENTAL CERTIFICATION FIRE INSPECTION CHECKLIST

*The following inspection of items shall meet Town Code requirements prior to Certificate being issued*

## EXTERIOR OF HOME

1. \_\_\_\_\_ House number is posted in numerals at a minimum of 4 inches tall
2. \_\_\_\_\_ House number is visual from the street
3. \_\_\_\_\_ Property free of all physical and fire hazards
4. \_\_\_\_\_ All refuse-rubbish is regularly removed from property
5. \_\_\_\_\_ All egress exits are free from obstruction
6. \_\_\_\_\_ Parking spaces clearly marked

## INTERIOR OF HOUSE

1. \_\_\_\_\_ Are there handrails on all stairways
2. \_\_\_\_\_ The electrical panel is properly marked
3. \_\_\_\_\_ Smoke detectors & carbon monoxide detectors installed and working on every level
4. \_\_\_\_\_ Smoke detectors are installed and working in every bedroom
5. \_\_\_\_\_ Smoke / Carbon monoxide detector installed and working within 12 feet of every bedroom
6. \_\_\_\_\_ Burglar / Fire alarm system installed and connected to a central station
7. \_\_\_\_\_ Is the Safety egress plan posted on the back of every bedroom door
8. \_\_\_\_\_ Is the Emergency contact information and 911 address posted
9. \_\_\_\_\_ Is there a \*fire extinguisher ( ABC ) installed and maintained on every floor
10. \_\_\_\_\_ Is there a \*fire extinguisher ( K ) installed in the kitchen

Under penalties of perjury, I declare that I have completed and met all requirements listed above and to the best of my knowledge and belief it is true, correct and complete, and I further declare that I have the authority to sign this application and that I am the owner of the said property.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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

\* We recommend the fire extinguishers in the structure be a minimum of 5 pounds each