

Town of Marlborough Planning Board Application

Application For:
Home Occupation _____

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

\$100.00

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

Home Occupation Fee

\$100.00 min. 100

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 then 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 visible 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