

**Town of Marlborough Planning Board****Minor Site Plan Application****Application # 23 1023****Short Term Rentals, Home Occupations, and  
Bed and Breakfasts**

Please refer to the Town of Marlborough Town Code including but not limited to Sections 155-31 O and 155-32.3 on short term rentals, 155-23 on Home Occupations, 155-32 special use permits, and <https://www.ecode360.com/8667578#8667578> to review all relevant local legislation with regards to Site Plan Review.

Failure to accurately complete this application in its entirety may result in delays and additional review costs.

Application requirements include but are not limited to the following materials: (155-31 O 4 for short term rentals)

**Project Narrative**

Date of Initial Submission and Latest Revision	<b>October 4, 2023</b>
Name of Proposed Business and/or nature (if applicable) 155-31 O 4 (b) (iv)	<b>Strallow Farm STR</b>
Address of Project Site 155-31 O 4 (b) (i)	<b>551 Lattintown rd. Marlborough NY, 12542</b>
Tax Section, Block, and Lot Number(s)	<b>108.2-2-45</b>
Zoning District(s) 155-31 O 4 (b) (iii), 155-12	R Residential District, R-1 Residential District, R-Ag-1 Rural Agricultural District, indicate ( R-Ag-1 )
Gross Square Footage of Each Building 155-31 O 4 (b) (ix)	<b>Short term rentals not permitted in multifamily houses</b>
Number of Bedrooms to be Rented for Short term rentals and bed and breakfast	<b>2</b> <b>No increase in bedrooms permitted</b>
Number of Parking spaces 155-31 O 4 (b) (x)	<b>4</b>
Number of Employees 155-31 O 4 (b) (xi)	<b>0</b>
Proposed days and hours of operation are indicated. 155-31 O 4 (b) (xii)	<b>n/a</b>

**Project Description Narrative (see checklist item 2)**

Short Term Rental 2 room cottage/home that has a private driveway and parking area. Existing site does not require any development or modification. No impact on water or septic. No impact to surrounding areas

Contacts

Name of Property Owner 155-31 O 4 (b) (ii), 155-1	<b>Eric Stralow</b>
Address of Property Owner	<b>551 Lattintown rd. Marlborough NY, 12542</b>
Telephone Number of Property Owner:	<b>347 432 3752</b>
Email of Property Owner	<b>ericstralow@yahoo.com</b>
Name of Applicant (if different)	
Address of Applicant	<b>551 Lattintown rd. Marlborough NY, 12542</b>
Telephone Number of Applicant	
Email Address of Applicant	

Professional contacts if applicable

Name of Surveyor	
Address of Surveyor	
Telephone Number of Surveyor	
Email Address of Surveyor	
Name of Engineer	<b>Dave Feeney</b>
Address of Engineer	<b>Newburgh NY</b>
Telephone Number of Engineer	<b>(845) 590 5543</b>
Email Address of Engineer	<b>Feeneyengineering@gmail.com</b>
Name of Attorney	
Address of Attorney	
Telephone Number of Attorney	
Email Address of Attorney	
Name & Profession of Other Involved Personnel	
Address of Other Involved Personnel	
Telephone Number of Other Involved Personnel	
Email of Other Involved Personnel	

## **Town of Marlborough Planning Board**

### **Checklist for Minor Site Plan Application**

The following items shall be submitted for a Planning Board Minor Site Plan Application to be considered complete.

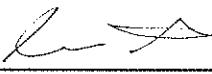
Please check each required item. Use the separate page attached explaining any waivers requested from the checklist. After final approval is given by the Planning Board, the Building Department should be contacted for further guidance regarding permit requirements 155-32.2.

<b>Y / N</b>	<b>Required Items To Be Submitted</b>
<b>1 y</b>	Twelve (12) copies of all maps, plans, reports, and a PDF file of all documentation submitted. Any plan sets must be submitted in collated packages.
<b>2 y</b>	Complete Narrative Description Page 1 use additional pages if need 155-31 O 4 (b) A description of the existing site and use 155-31 O 4 (b) (v) A description of the intended site development and use 155-31 O 4 (b) (vi) Anticipated impacts on services (i.e. traffic, water, sewer) 155-31 O 4 (b) (vii) 155-23 D The impact on adjoining property (i.e. noise, visual, drainage, other) 155-31 O 4 (b) (viii) 155-23 D An analysis of how the project complies with the requirements contained within this Chapter 155, Zoning, is included. Any waivers or variances needed have been identified.
<b>3 y</b>	Completed Minor Site Plan Application (Pages 1 and 2) and Disclaimer page 10.
<b>4 y</b>	Site Plan Application Checklist Complete (Automatic application rejection without checklist) pages 3 to 4
<b>5 y</b>	Home Occupation 155-23 D – “There shall be no structural alteration to the principal building in order to accommodate the home occupation. Home occupations shall generate no noise, odor, vibration, smoke, dust, traffic or other objectionable effects.” Short term rentals and home occupations are classified as Type 2 SEQRA action (No Environmental Assessment Form is required).
<b>6 n/a</b>	Letter of Agent Statement Page 11 if applicable. Notice of Disclosure or Interest pages 6-8 if applicable.
<b>7 y</b>	Application Fee Paid (Separate check from Escrow Fee) see page 9
<b>8 n/a</b>	Initial Escrow Fee Paid (Separate check from Application Fee) see page 9
<b>9 y</b>	A copy of the deed to the property as most recently filed and/or a copy of the executed contract of sale is included 155-31 E (aa) (1).
<b>10 n/a</b>	A copy of each covenant, easement or deed restriction in effect or intended to cover all or part of the tract is included 155-31 E (aa) (2).
<b>11 n/a</b>	Agricultural Data Statement (If applicable).
<b>12 y</b>	Photographs of the site and buildings and/or aerials thereon are included. They are encouraged, not required by Planning Board. See <a href="https://ulstercountyny.gov/maps/parcel-viewer/">https://ulstercountyny.gov/maps/parcel-viewer/</a>
<b>13 n/a</b>	Show signing proposed for Home Occupation see 155-27 and 155-28. No signing is permitted for short term rentals.155-32.3 I.

MINOR PLAN REQUIREMENTS	
<b>14Y</b>	Outline the proposed design showing Title of the drawing, including the name and address of the owner of record 155-31 O (c) (i).
<b>15Y</b>	Outline the proposed design showing boundary lines of the property. 155-31 O (c) (ii).
<b>16Y</b>	Outline the proposed design North arrow, scale and date. 155-31 D (4) (b).
<b>17Y</b>	Outline the proposed design showing names and uses of all owners of record adjacent to the applicant's property. 155-31 O 4 (c) (iii).
<b>18Y</b>	Outline the proposed design showing existing zoning district 155-31 O 4 (c) (v).
<b>19Y</b>	Outline the proposed design showing location of all existing and proposed buildings and other improvements. 155-31 O 4 (c) (vi).
<b>20Y</b>	Outline the proposed design depicts floor plans, A table indicating square footage of building areas to be used for a particular use, such as home Occupation 155-23 A bed and breakfast 155-1 definition: maximum number of employees 155-23 E.
<b>21Y</b>	Outline the proposed design showing existing and proposed parking, number of parking spaces and analysis of parking requirement. 155-31 O 4 (c) (vii) (viii). Number of off-street parking spaces. short term rental 55-31 O 4 (b) (x) Bed and breakfast 155-27 (minimum of 200 square feet each. See 155-27 A (1) (a)).
<b>22Y</b>	Outline the proposed design showing the names of existing streets, other access ways and site ingress and egress. 155-31 O 4 (c) (iv) and 155-31 O 4 (c) (ix).

The proposed Site Plan has been prepared in accordance with this checklist.

APPROVAL BY THE PLANNING BOARD IS NOT PERMISSION TO START OPERATION. CONTACT THE BUILDING DEPT.  
FOR SHORT TERM RENTALS ALSO SEE SECTION 155-32.3 FOR PERMIT AND SAFETY INSPECTION REQUIREMENTS.

By: Eric Strallow  Date 10/6/2023

**Town of Marlborough Planning Board  
Legal Notices for Public Hearing**

**Procedure for Legal Notices:**

1. The Town of Marlborough Planning Board will schedule Public Hearings during a regularly scheduled meeting after approval for the Public Hearing has been granted.
2. Applicants are required to obtain surrounding property owner names and addresses from the Ulster County Parcel viewer for 500 feet from the parcel. See <https://ulstercountyny.gov/maps/parcel-viewer/>.
3. Applicants are required to send a Public Notice Letter, obtained from the Town of Marlborough Planning Board Office, via Certified Mail with Return Receipt to property owners no less than 10 days prior to Public Hearing.
4. The Town of Marlborough Planning Board Office will send notification to the Town's official newspaper.
5. All Certified Mail with Return Receipt receipts, in addition to a copy of the Ulster County Parcel viewer's listing of names and addresses, must be submitted at the Public Hearing.

Any questions regarding procedures should be directed to The Town of Marlborough Planning Board Office.

Phone: 845-795-6167

Email: [marlboroughplanning@marlboroughny.us](mailto:marlboroughplanning@marlboroughny.us)

# Ethics Code

## **TOWN OF MARLBOROUGH NOTICE OF DISCLOSURE OF INTEREST**

In accordance with the Town of Marlborough Code of Ethics, Article 13-3 (E) and Public Officers Law § 209, the following disclosure notice ("notice") must be completed and signed by any individual, including any officer or employee of the Town of Marlborough, who has an application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, special use permit, site plan, subdivision, exemption from a plat or official map, license or permit, pursuant to the provisions of the zoning and planning regulations of the Town of Marlborough before any Town of Marlborough Board, Agency or Department ("decision-making authority"), in which a Town officer or employee has an interest in the subject of the application. The purpose of the disclosure notice is to identify and disclose any potential or actual conflict of interest for the Town employee or officer, which may compromise his/her ability to make decisions solely in the public interest. Please refer to the Town of Marlborough Code of Ethics for further information.

Under the Town of Marlborough Code of Ethics an interest is defined as: a participation, connection or involvement of any sort whether direct or indirect, pecuniary or non-pecuniary, personal or professional, which may result in a benefit. For the purposes of the Town of Marlborough Code of Ethics, the "interests" of a Town officer or employee shall be deemed to include the "interest" of:

- A. An immediate family member. Immediate family member is defined as: grandparents, parents, spouse, significant other, children, grandchildren, brother, sister, dependent, or any household member of a Town officer, Town Board member or employee.
- B. Any person other than a bank, trust company or other lending institution with whom he/she has a substantial debtor-creditor or other financial relationship.
- C. Any person by whom he/she is employed or of which he/she is an officer, director or member having a controlling interest in any business or enterprise in which the Town employee or officer holds stock or has any other profit-bearing or beneficial relationship.
- D. An officer or employee shall also be deemed to have an interest in a matter if he/she or any person described in A through C above is a party to an agreement, expressed or implied, with any applicant before any Board of the Town, whereby he/she may receive any payment or other benefit whether or not for services rendered, dependent or contingent upon the favorable approval of any such application, petition or request by any Town body.

**This notice must be completed and included with the application, petition or request to the appropriate Town of Marlborough Board, Agency or Department.**

I, Eric Stralow, residing at 551 Lattintown RD Marlborough NY 1, make the following statements about interests in the real property which is the subject of this

application, petition or request for a Short Term Rental Approval,

before the Planning Board of The Town of Marlborough.

**PART I:** Except as otherwise set forth in Part II below:

**A. Individuals with an interest in the property.**

1. No individual, having an ownership interest in or has an interest in a contract to purchase the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No person having an ownership interest in or has an interest in a contract to purchase the subject property is a relative of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**B. Corporations or other entities with an interest in the property.**

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity, which has an ownership interest in or has an interest in a contract to purchase the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in or has an interest in a contract to purchase the subject property is a relative of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**C. Stockholder or controlling interest**

1. No person who has a legal or beneficial ownership or control stock of a corporate applicant or is a member of a partnership or association with the applicant for the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No person who has a legal or beneficial ownership or control stock of a corporate applicant or is a member of a partnership or association with the applicant for the subject property is a relative of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**D. Party to an agreement with the applicant**

1. No person is a party to an agreement with an applicant, express or implied, or may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application; petition or request for the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No person is a party to an agreement with an applicant, express or implied, or may receive any payment or other benefit, whether or not for services rendered, dependent, or contingent upon the favorable approval of such application, petition or request for the subject property is an immediate family member of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**PART II:** If any of the statements under A through D above is not true, please explain and set forth the name and the relationship to the applicant and subject property of any Town employee or officer involved:

**PART III:** This completed notice is to be submitted to the Board, Agency or Department that is authorized to review and render a decision on the application, petition or request. Further, the submittal must be made prior to any review of the application, petition or request. This notice shall be made part of that decision-making authority's official record, disclosing the exact nature of the conflict in detail. If there is an actual or potential conflict, the Town officer or employee shall abstain from voting or otherwise acting on the application, petition or request so as to avoid an actual conflict.

**ANY QUESTIONS REGARDING THIS DISCLOSURE NOTICE OR THE CODE OF ETHICS ARE TO BE DIRECTED TO THE TOWN SUPERVISOR AT (845) 795-6167.**

**PLEASE TAKE NOTICE.....A KNOWINGLY FALSE STATEMENT IS PUNISHABLE UNDER  
N.Y. GEN. MUN. LAW ' 809 AS A MISDEMEANOR.**

Signed: John Doe Date: 10/4/2023

## **ACKNOWLEDGMENT**

State of New York  
County of: Ulster

On 10/14/23, before me personally appeared Eric Stralow, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to this instrument and acknowledged to me that [he/she/they] executed the same in [his/her/their] capacity(ies), and that by [his/her/their] signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary

Notary  


**PENNY E CASHMAN**  
Notary Public, State of New York  
Registration No. 01CA6372126  
Qualified in Ulster County  
Commission Expires March 12, 20

**Town of Marlborough Planning Board  
Planning Board Fees Minor Site Plan  
5-18-2021**

**Please make checks payable to: Town of Marlborough**

**Application Fees**

Minor Site Plan Reviews- \$350.00 for short term rentals and home occupations including bed and breakfasts.

**Escrow Fees**

Escrow fee is \$750.00.

Escrow Deposit are to be replenished to 75% of original escrow when level drops to 25% remaining in account.

Contact the Building Department for safety inspection, permit, and other applicable fees.

## **Disclaimer**

The applicant is advised that the Town of Marlborough Town Code, which contains the Town's Zoning Regulations, is subject to amendment. Submission of an application to the Planning Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by the Planning Board does not constitute permission, nor grant any right to connect to or use municipal services such as sewer or water. It is the applicant's responsibility to apply for and obtain Town of Marlborough and other agency approvals not within this Board's authority to grant.

**AFTER FINAL APPROVAL IS GIVEN BY THE PLANNING BOARD, THE BUILDING DEPT. MUST BE CONTACTED FOR FURTHER GUIDANCE.**

The Town of Marlborough Town Board sets forth the schedule of fees for applications to the Planning Board. The signing of this application indicates your acknowledgment of responsibility for payment of these fees to the Planning Board for review of this application including, but not limited to, fees for professional services (Planners/Consultants, Engineers, Attorneys,) public hearings and site inspections. Applicant's submissions and re-submissions that are not complete will not be considered by the Planning Board or placed upon its agenda unless all outstanding fees have been paid.

The undersigned applies for subdivision, site plan, or lot line approval as described above under the rules and procedures of the Town of Marlborough, New York as duly authorized by the Town Board of Marlborough, New York.

The undersigned also acknowledges receipt of the "Disclaimer" above.

Applicant's Name (Print): Eric Stralow

Applicant's Signature: 

Date: 10/4/2023

**\*\*Application will not be accepted if not signed and filled out completely\*\***

ULSTER COUNTY

**CERTIFICATE OF AUTHORITY**

**TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS**

REGISTRATION NUMBER

(use this number on ALL returns and  
Correspondence)

BUSINESS NAME: Creative Set, Inc.  
ADDRESS: 551 Lattintown Road  
Marlboro, NY 12542

is authorized to collect Hotel Occupancy Tax under Local Law #5 of 1991 and pursuant to Chapter 221 of the Laws of 1991  
of the State of New York. This certificate must be prominently displayed in your place of business.

DATE ISSUED: 10/16/2018

ULSTER COUNTY DEPARTMENT OF FINANCE

SEAL

ROSEANN DAW  
COMMISSIONER OF FINANCE

Marlboro Central School  
21 Milton Turnpike  
Milton, NY 12547

Marlboro Central School District

BANK CODE	BILL NO.	SEQUENCE NO.	PAGE NO.	ROLL SECT.	ACCOUNT NO.
	003130		1 OF 1	1	117871.000
FISCAL YEAR				WARRANT DATED	BANK CODE
					513600
ESTIMATED STATE AID				SEE REVERSE SIDE FOR MORE INFORMATION	
FOR YOUR INFORMATION					

Tax RECEIPT Enclosed

192 \*513600 108.2-2-45 003130

Stralow Eric M  
551 Lattintown Rd  
Marlboro, NY 12542

\*\* 192

PROPERTY DESCRIPTION & LOCATION	
PARCEL NO.	513600 108.2-2-45
LOCATION	551 Lattintown Rd
DIMENSIONS	ACRES: 27.51
SCHOOL DIST.	MARLBORO CENTRAL
PROPERTY CLASS	151

Rodriguez Lattintown Rd  
Nicklin Nardone

EXEMPTION	TAX PURPOSE	VALUE	EXEMPTION	TAX PURPOSE	VALUE

THE ASSESSOR ESTIMATES THE FULL MARKET VALUE OF THIS PROPERTY AT: 583878  
THE UNIFORM PERCENTAGE OF VALUE USED TO ESTABLISH ASSESSMENTS IS: 87.00%  
THE ASSESSED VALUE OF THIS PROPERTY IS: 0

LEVY DESCRIPTION	TOTAL TAX LEVY	EXEMPTION PERCENT YEAR	TAXABLE ASSESSED VALUE	TAX RATE PER \$1,000	TAX AMOUNT
Marlboro Central Marlboro Public Libr	35162638 969778	3.1 3.3	507,600.00 507,600.00	28.59930700 0.78876100	14,522.73 400.53
An estimated STAR check will be mailed to you upon issuance by the NY8 Tax Department. Any overpayment or underpayment can be reconciled on your next tax return or STAR credit check.					<b>14,923.26</b>

TAXPAYER'S COPY

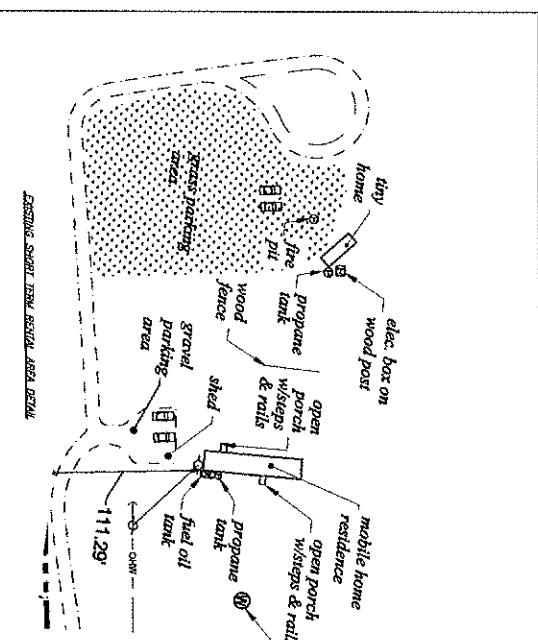
BILL NO. 003130 TAX MAP NO. 513600 ACCOUNT 117871.000 BANK CODE  
LOCATION 551 Lattintown Rd

TAXES PAID BY CHECK ARE SUBJECT TO COLLECTION

AMOUNT
<b>14,923.26</b>

#513600 108.2-2-45  
Stralow Eric M  
551 Lattintown Rd  
Marlboro, NY 12542

Taxes Paid: \$14,923.26  
Penalty Paid: \$0.00  
Service Charge Paid: \$0.00  
Payment Date: 09/28/2021  
Batch: 42



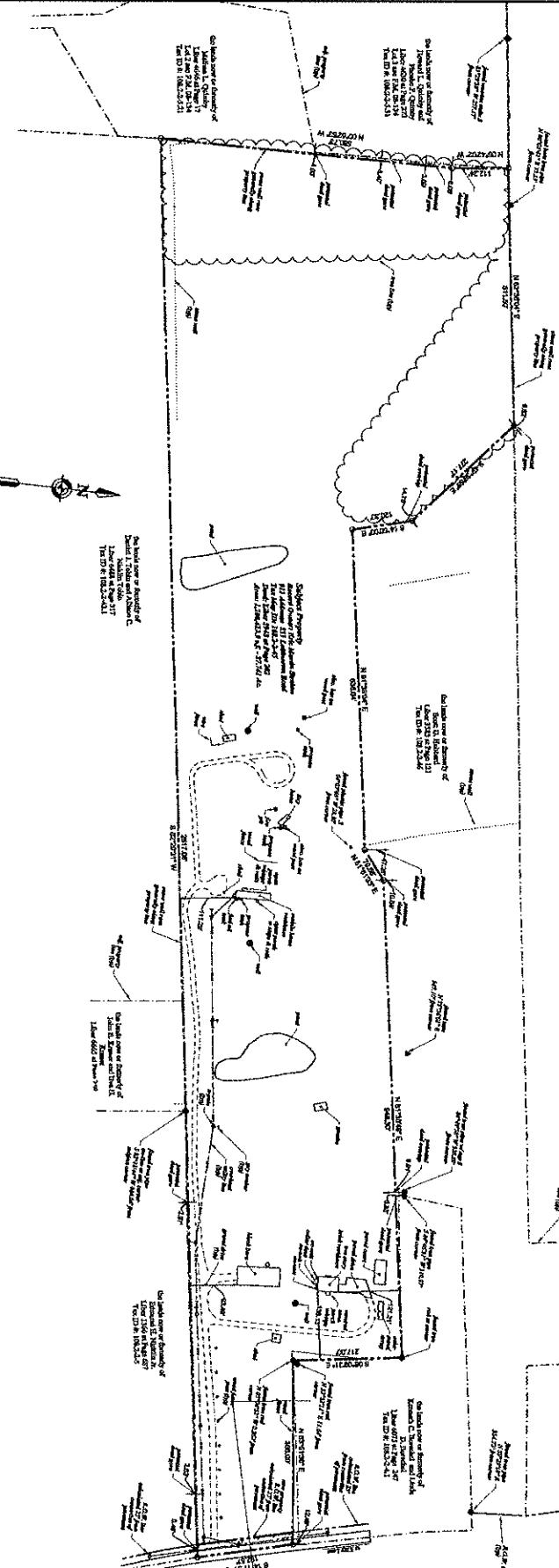
1. EXISTING FEATURES INCLUDING PROPERTY LINES AND BUILDINGS REFERRED TO IN THE SURVEY. PERFORMED BY JOHNNATHAN N. HALEN, LS, DATED NOVEMBER 20, 2022.

RECOMMENDATION	EXISTING
R-Ag-1 ZONING SCHOOL DISTRICT: MARLBORO DISTRICT:	R-Ag-1
MARLBORO LOT AREA	1ac
MARLBORO LOT AREA	100'
MARLBORO LOT AREA	400'
MARLBORO LOT DEPTH	200'
MARLBORO LOT DEPTH	300'
MARLBORO FRONTAGE	50'
MARLBORO SIDE FRONTAGE	100'
MARLBORO REAR FRONTAGE	75'
MARLBORO BUILDING HEIGHT	35'-25' Stories
MARLBORO SIDE CORNERLINE REG.	200'
MARLBORO SIDE CORNERLINE REG.	175'

RECORD OWNERS, CONSENT NOTE.  
THE UNDERSIGNED OWNERS OF THE PROPERTY HEREIN STATE  
THAT THEY ARE FAMILIAR WITH THE USES TO WHICH THIS  
PROPERTY IS PUT AND THAT THEY DO NOT APPROVE OF THE  
USE OF THIS PROPERTY FOR THE PURPOSE OF GAMBLING  
IN SO MUCH AS THE COUNTRY OF IOWA

STRALOW FARM  
551 LATTINTOWN ROAD  
SBL: 108.2-2-45  
MARLBOROUGH NY

5-25-23 Initial Submission  
scale 1" = 100'



20 Alto Dr  
Newburgh, NY  
Phone: 845-590-5543