



APPLICATION FOR A SHORT-TERM RENTAL PERMIT

! IMPORTANT - This application does NOT contain all information you need to know and address as an

applicant/manager of a Short-Term Rental Property in the Town of Rockland. You are advised to thoroughly review Rockland Town Code Chapter 144 which is available online at www.townofrocklandny.com or at the Town Hall.

Address of proposed short-term rental

First time application \$150.00 fee
If approved, permit is valid for 2 years.

- or -

Renewal application \$100.00 fee
If approved, permit is valid for 2 years.

- or -

Re-inspection \$75.00 fee

THE TWO BOXES IMMEDIATELY BELOW ARE TO BE CHECKED ONLY IF THIS IS A FIRST TIME APPLICATION...

AND IF COMMITMENTS WERE MADE PRIOR TO THE ENACTMENT DATE (07/07/2023) OF THIS TOWN LAW:

Current or future short-term rental commitment(s) were made PRIOR TO ENACTMENT OF THIS LAW - AND

Such prior term date commitments are described and verified in additional attachment(s).

ALL OWNERS OR DESIGNATED/AUTHORIZED AGENTS MUST BE LISTED BELOW AND SIGN THIS APPLICATION. INCLUDE ADDITIONAL SHEETS AS NECESSARY.

Property Owner

Property Owner - OR - Authorized Managing Agent (If one is designated by Owner)

Mailing Address

Mailing Address

City ST Zip

City ST Zip

Phone (Ext.) Optional 2nd phone (Ext.)

Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address

E-mail address

Property Owner - OR - Authorized Managing Agent (If one is designated by Owner)

*Contact person is Property Owner - OR - Owners' authorized designee

Mailing Address

Mailing Address

City ST Zip

City ST Zip

Phone (Ext.) Optional 2nd phone (Ext.)

Phone (Ext.) Optional 2nd phone (Ext.)

E-mail address

E-mail address

- All portions of this application are required and must be completed.
Applications that fail to provide sufficient information shall be declined.

By signing this application I/we attest that I/we:

- 1. ...have read and comprehend all requirements and standards contained in Town of Rockland Code Chapter 185-XXX and agree to fully comply with the same;
2. .have included a plot diagram demonstrating adequate off-road parking spaces;
3. ...agree, as a condition to the issuance of this permit, that said Short-Term Rental shall conform with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and all other applicable laws, codes, and regulations;

Submit this signed application and applicable fee (check payable to the Town of Rockland or exact cash amount, please) to Code Enforcement Officer, Town of Rockland, 95 Main St., Livingston Manor, NY 12758.

TOWN OF ROCKLAND



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- 4. ...authorize the Town Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within Town and State Law;
- 5. ...confirm the present and ongoing compliance with the Town's Short-Term Rental Standards;
- 6. ...will limit lease periods to a maximum of 28 consecutive days;
- 7.certify that the*contact Person (the owner or the owners' designee) shall be responsible and authorized to act on the owners' behalf and shall promptly remedy any violation of the standards outlined in Town Law and shall respond to any correspondence or concern from the Town Code Enforcement Officer within 24 hours;
- 8. and attest that none of the owners of the subject property have had a Short-Term Rental Permit revoked within the previous year for any rental properties owned individually or together with others

Signature(s) of All owners or their designated agents

 Property Owner - OR - Authorized Agent (*IF designated*) Date

 Property Owner - OR - Authorized Agent (*IF designated*) Date

 Property Owner - OR - Authorized Agent (*IF designated*) Date

 Property Owner - OR - Authorized Agent (*IF designated*) Date

 Property Owner - OR - Authorized Agent (*IF designated*) Date

 Property Owner - OR - Authorized Agent (*IF designated*) Date

OFFICIAL USE ONLY

\$ _____ / /
Fee Paid Code Enforcement Officer signature Date

Tax Map ID # District: GB / NB / R1/ R2/ RC

Adjacent property owners have been notified of this application via: post card -or- email on / /
CEO's initials Date

Application reviewed by **NOT approved⁺** **APPROVED**
CEO's initials *+Explain below* Permit #

Code Enforcement Officer's signature Date

⁺Explanation if disapproved:

