



TOWN OF STANFORD
Building and Zoning Department
26 TOWN HALL ROAD, STANFORDVILLE, NY 12581
Phone (845) 868-1310 Option 6 Fax (845) 868-7252
E-Mail: building@stanfordny.gov

A Short-Term Rental (STR) Permit is required to operate any STR located within the Town of Stanford. A STR is any portion of real property rented for compensation in exchange for lodging for a period of not more than 30 consecutive days. Bed-and-breakfasts, boarding/lodging houses, hotels, motels, and ongoing month-to-month tenancies do not require a STR Permit.

For additional information regarding short-term rentals, please consult **Chapter 164, Section 164-19.6** of the Town Code (The STR Law). A copy of the STR Law can be found at the end of this Application. If you are interested in obtaining or renewing an STR Permit, please complete this application in full and submit with all supporting documentation and the required fee by mail or hand-deliver to:

Town of Stanford Code Enforcement Officer
26 Town Hall Road / PO Box 436
Stanfordville, NY 12581

STR Permits are valid for two years from the date of issuance. Application for renewal of a STR Permit must be made no less than 60 days prior to expiration of the current permit. Renewal Application must include a copy of the approved existing STR Permit. A satisfactory inspection from the Building Inspector is mandatory prior to issuance and renewal of an STR Permit.

Notice: Violation of the STR Law may result in suspension or revocation of a STR Permit, fine, and/or imprisonment as provided in Town Code **164-19.6 and 164-48**. Violations include, but are not limited to, operation of a STR without a STR Permit or operation of STR with a STR Permit but in violation of the terms set forth in the STR Law. By signing and submitting application, you certify that you have reviewed and agree to strictly comply with the STR Law.

For questions regarding this application, please call (845) 868-1310, option 6.



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SHORT-TERM RENTAL PERMIT APPLICATION

1. An applicant shall submit an application for a STR Permit to the Building Inspector with a checklist attachment and other submissions establishing compliance with all requirements for an STR and payment of Fee of \$500.00
2. Short-Term Rental Permits are valid for a period of two (2) years. Application for the renewal of the STR Permit shall be made no less than thirty (30) days, nor more than ninety (90) days prior to the expiration of the current STR Permit and be accompanied by the renewal fee. At the time of application for renewal the STR Permit Holder must present the previous STR Permit, and the property must undergo a new inspection performed by the Building Inspector.
3. The Building Inspector shall within thirty (30) days of receipt of a complete submission determine whether to issue either the STR Permit, with or without conditions, or notify the applicant in writing that the application has been denied stating the reason or reason for such denial.
4. Short-Term Rental Permits are non-transferable or assignable.
5. Permit fee of \$500.00 made payable to the Town of Stanford

Property Address: _____

Tax Grid Number: _____

Description of structure or portion of structure to be rented as an STR (i.e. whole house, first floor only, or an accessory structure on the property; please note that STRs are not allowed in ADUs):

Name of Property Owner and Property Owner's Mailing Address:

Property Owner's Phone Number: _____

Property Owner's Email Address: _____

Local Contact or Managing Agent (if using one): _____

Local Contact Phone Number: _____

Local Contact Email Address: _____

Signature of Property Owner (s) _____ Date: _____



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Supporting Documentations

Attach each of the following documents. By submitting this application, you certify that the attached documents are true and accurate copies of the documents which each purport to be.

1. Floor Plan showing all bedrooms in the residence and identifying those to be used as an STR. The floor plan must show each level of residence that can be occupied, measures at least 8.5 by 11 inches and certified by the applicant. The floor plan does not need to be prepared by a professional, but must include the following:
 - a. The location of buildings and required parking.
 - b. Basement: location of house utilities and all rooms including bedrooms, windows, exits and any heating/cooling units.
 - c. First Floor: all rooms including bedrooms, windows, exits and any heating/cooling units.
 - d. Second Floor: all rooms including bedrooms, windows, exits and any heating/cooling units.
 - e. Attic (if present): all rooms including bedrooms, windows, exits and any heating/cooling units.
2. Diagram or image showing location of available off-street parking on the lot. A single-family residence requires two off-street parking spaces; each rented bedroom of an STR requires one additional parking space.
3. Applicants must provide a diagram showing the size and location of septic and well.
4. Current Deed or Property Tax Record evidencing ownership of Property.
5. Applicants and permit holders must provide “evidence of property insurance” and a “certificate of liability insurance” indicating the premises is rated as a short-term rental and maintain such insurance throughout the term of the short-term rental permit.
6. STR Rental Bi- Annual Permit fee of \$500.00 for two (2) years made payable to the Town of Stanford.