



VILLAGE OF MILLBROOK

SHORT TERM RENTAL APPLICATION

Applicable Zoning Laws: Chapter 230-30 (C)

<https://ecode360.com/MI1586/laws/LF1992446.pdf>

Grid/Parcel #

Owner First name

Owner Last name

Owner Phone

Owner Email

911 Address of Rental Property (Physical Address)

Mailing Address (if different than 911 address)

Is the applicant different than owner?

☐ Yes

☐ No

Applicant First name

Applicant Last name

Applicant Phone

Applicant Email

Is this property the primary residence of the owner?

☐ Yes

☐ No

If yes upload or attach evidence of property being owner's primary residence.

Maximum # of Renters

Health Department

☐ MUNICIPAL SEWER

☐ PRIVATE SEPTIC

The residence is
located on

☐ VILLAGE ROAD

☐ STATE ROAD

Zoning
District

☐ RESIDENTIAL

☐ GENERAL BUSINESS

Description of work to be performed (if any)

Describe proposed change to exterior or interior of building (if any)

ATTACHED HERETO, I SUBMIT THE FOLLOWING DOCUMENTS:

Required Certifications:

- Boiler/HVAC Certification
- Fire Extinguisher Certification

Required Affidavits:

- [Affidavit of Compliance](#) - Exit Signs (where required), Smoke Alarm & Carbon Monoxide Alarm, Evacuation Plan for Affected Sleeping Rooms <https://villageofmillbrookny.com/wp-content/uploads/2024/05/AFFIDAVIT-of-compliance.pdf>

Other Required Documents:

- Proof of Ownership [] Hosted [] Non-Hosted
- Emergency Contact or Agents Information

APPLICATION IS HEREBY MADE TO THE OFFICE OF THE BUILDING INSPECTOR, PURSUANT TO THE N.Y.S. UNIFORM FIRE PREVENTION & BUILDING CODE & THE CODE OF THE VILLAGE OF MILLBROOK AS ADOPTED BY THE VILLAGE BOARD. THE APPLICANT/OWNER AGREES TO COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES & REGULATIONS.

I HEREBY AFFIRM, UNDER PENALTY OF PERJURY, THAT THE INFORMATION ON THIS STATEMENT SET FORTH IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT MY ACTIONS COULD CAUSE REVOCATION OF THIS PERMIT SHOULD ANY PART OF THIS SUBMITTAL BE FALSE

Signature	Date

Payment for STR Application

Applications are valid for two (2) years

Year one (1): \$500 includes fire inspection

First time applicant fee is due with application submission

Year two (2): \$500 + \$150 fire inspection fee (\$650)

Fee is within 365 days of approved application

Please **submit a check**, made **payable to Village of Millbrook**, in the amount of **\$500** with application. Year 2 payment, in the amount of \$650, is due within 365 days of approved application.

Online application submissions receive a 10% discount.