

# TOWN OF RHINEBECK

## Short Term Rental Application

### General Instructions

A Short-Term Rental (STR) Permit is required to operate any STR located within the Town of Rhinebeck. 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 125, Article 5 of the Town Code (The STR Law). A copy of the STR Law can be found at the end this Application.

If you are interested obtaining or renewing an STR Permit, please complete this Application in full and submit it with all supporting documentation and the required fee by mail or hand delivery to:

Town of Rhinebeck Code Enforcement Officer  
80 East Market Street  
Rhinebeck, NY 12572

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

For properties located within the Rhinecliff Hamlet; Rhinecliff Hamlet Overlay; Rhinecliff Hamlet Transition; and Rhinecliff Business District, you must also obtain a special use permit from the Town of Rhinebeck Planning Board and comply with the provisions of Town Code Article VI. Special use permits shall be renewed each year. You should submit this Application before applying to the Planning Board for a special use permit.

Notice: Violations of The STR Law may result in suspension or revocation of an STR Permit, fines, and/or imprisonment as provided in Town Code § 125-68. Violations include, but are not limited to, operation of a STR without a STR Permit or operation of a STR with a STR Permit but in violation of the terms set forth in The STR Law. By signing and submitting this application, you certify that you have reviewed and agree to strictly comply with The STR Law.

For questions regarding this Application, please call 845-876-7207.

## Supporting Documentation

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 dwelling and identifying those to be used as an STR. The floor plan must show each level of the dwelling that can be occupied, measure at least 8.5 by 11 inches, be drawn to scale, and certified by the applicant. The floor plan does not need to be prepared by a professional, but must include the following:
  - The location of buildings and required parking.
  - Basement: location of house utilities and all rooms including bedrooms, windows, exits and any heating/cooling units.
  - First floor: all rooms including bedrooms, windows, exits and any heating/cooling units.
  - Second floor: all rooms including bedrooms, windows, exits and any heating/cooling units.
  - 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 dwelling requires two off-street parking spaces; each rented room of an STR requires one additional space.
3. Current Deed or Property Tax Record evidencing ownership of Property.
4. Evidence of primary residence. Examples include an approved STAR exemption or combination of evidence satisfactory to the Town Assessor such as voter registration, driver's license, federal tax return)
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 naming the Town as additional insured and maintain such insurance throughout the term of the short-term rental permit.
6. Rental contract

Owner and Property Information

All owners of the property (or their designated agents) must complete and sign this page. If there are multiple owners, each owner must complete pages two and three of this Application. If the property is owned by an LLC, corporation, or trust, the principal member of the LLC, principal shareholder of the corporation, or beneficiary of the trust shall be deemed the owner. Pursuant to Town Code § 125-63(E), the property must be the owner's primary residence, and the property must be owner occupied either in the main residence or in an accessory residential structure during the term of the short-term rental.<sup>1</sup> By signing this page, you certify that you have reviewed and agree to strictly comply with Town Code § 125-63(E).

**Name of Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_, Town of Rhinebeck

Tax Grid #: \_ \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_ Zoning District: \_\_\_\_\_

Total Bedrooms in Dwelling: \_\_\_\_\_ Number of Bedrooms for STR use: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

You are required to designate a local contact person who shall be responsible to and authorized to act on behalf of the Owner to remedy violations of the STR Law at the STR. The contact person may be an owner or designated agent thereof, but the contact person must respond to any correspondence from the Town Code Enforcement Officer within 24 hours.

**Local Contact Name & Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner/Applicant Name:** \_\_\_\_\_

**Owner/Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<sup>1</sup> Certain exceptions apply. Please consult § 125-63(E), as amended, for additional detail.

Certifications

In order to obtain an STR Permit, each owner must certify or approve each of the following by initialing next to each of the following items and signing the bottom of this page.

1. I hereby authorize the Code Enforcement Office and Fire Inspector to inspect the property to ensure compliance with all requirements and standards contained within The STR Law.

Initial: \_\_\_\_\_

2. I hereby certify present and ongoing compliance with The STR Law, including but not limited to, the demonstration of adequate off-road parking spaces for the proposed short-term rental.

Initial: \_\_\_\_\_

3. I hereby certify that the enclosed floor plan shows each level of the dwelling to be occupied and that the floor plan is drawn to scale.

Initial: \_\_\_\_\_

4. I hereby certify that none of the owners of the property have had a short-term rental permit revoked within the previous year for any rental properties owned individually or together with others.

Initial: \_\_\_\_\_

5. I hereby certify that I have reviewed and agree to strictly comply with each of the short-term rental standards set forth in Town Code § 125-65.

Initial: \_\_\_\_\_

6. I hereby certify that I have reviewed and agree to strictly comply with each of the Conformity and display of permit requirements set forth in Town Code § 125-67.

Initial: \_\_\_\_\_

7. I hereby certify that I have reviewed and understand the foregoing. By signing Item 7, I further certify that I have reviewed and agree to strictly comply with The STR Law, Town Code Chapter 125 Article 5, in its entirety.

**Owner/Applicant Name:** \_\_\_\_\_

**Owner/Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DEPARTMENT USE ONLY BELOW THIS LINE**

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Annual Permit Fee Amount \$ \_\_\_\_\_ Received \_\_\_\_\_, 20\_\_ By \_\_\_\_\_

Building Inspector review of floor plan, sketch map, and number of bedrooms to be rented:

Approved By: \_\_\_\_\_ Denied/ Reason: \_\_\_\_\_

STR PERMIT IS NOT TRANSFERABLE.

STR Permit #: \_\_\_\_\_ VALID FOR the following period: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Permit Approved: \_\_\_\_\_  
Date Signature of ZONING  
ENFORCEMENT OFFICER

-OR-

Permit Denied: \_\_\_\_\_  
Date Signature of ZONING  
ENFORCEMENT OFFICER

Reason(s) for denial: \_\_\_\_\_

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-OR-

Decision Deferred: \_\_\_\_\_  
Date Signature of ZONING  
ENFORCEMENT OFFICER

Reason(s) for deferral: \_\_\_\_\_

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