



Erin Reis Building Department
230 Mountain View Road Copake, New York 12516
Tel: 518-329-1234 X5

SHORT-TERM RENTAL APPLICATION

_____ NEW _____ RENEWAL _____ ENHANCED (more than 120 days of the year)

REQUIREMENTS WITH APPLICATION:

- Application fee of \$250; check made payable to “Town of Copake”
- Proof of Ownership

APPLICANT-PROPERTY OWNER		
<i>Applicants Full Name:</i>		
<i>Mailing Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Phone:</i>	<i>Email:</i>	

DESIGNATED 2 ND LOCAL CONTACT PERSON		
<i>Full Name:</i>		
<i>Mailing Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Phone:</i>	<i>Email:</i>	

SHORT-TERM PROPERTY PHYSICAL/911 LOCATION		
<i>Full Name:</i>		
<i>Mailing Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Phone:</i>	<i>Email:</i>	



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CERTIFICATION

I UNDERSTAND THAT:

- _____ *The operation of the STR and the conduct of its STR guests while on the property of the STR shall comply at all times with all provisions of this chapter, Chapter **101** (Unsafe Buildings), Chapter **129** (Fire Prevention and Building Construction), Chapter **160** (Noise) and Chapter **85** (Animals) of the Code of the Town of Copake, the Uniform Fire Prevention and Building Code and Property Maintenance Code of the State of New York, and the New York State Multiple Residence Law.*
- _____ *Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.*
- _____ *No sleeping rooms for STR use in one-family, two-family, or accessory dwellings shall be located above the second-story above-grade plane.*
- _____ *The owner must provide and maintain exterior trash containers of a type and capacity sufficient to contain and secure from animals all trash generated by renters.*
- _____ *Trash and recycling must be removed from the property on at least a weekly basis.*
- _____ *The maximum number of STR guests shall be the lesser of a) two times the number of bedrooms to be made available for the STR plus two additional guests, or b) 10.*
- _____ *Every STR must include an STR guest who is at least 21 years of age.*
- _____ *The owner shall comply with all other requirements, including pursuant to New York state law and the New York State Uniform Code, that apply or may be enacted or adopted and made applicable to owners or operators of short-term rentals within the State of New York.*
- _____ *The unit has a properly maintained and charged fire extinguisher*
- _____ *The unit has a working smoke detector(s) and carbon monoxide detector(s) as applicable.*
- _____ *How many bedrooms does my home have?*

ATTACHMENTS

The owner of every short-term vacation rental, or their designated representative, must provide the city with current copies of the necessary documents for review and approval by uploading the required attachments below. These documents should be kept up-to-date and on file with the Town.

☐ **Proof of Ownership ***

Attach to form. Proof of ownership of the property and dwelling where the STR will be located. This may be shown by a copy of a deed for the property or by reference to the most recent tax roll.

☐ **Proof of Notification to Neighbors of Intent to Operate an STR Unit ***

Attach to form. Please provide your certified mail receipts as proof.



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I hereby certify under penalty of perjury that the information included in this application is true to the best of my knowledge.

Applicant/Property Owner (Printed)

Date

Applicant/Property Owner Signature

Date

In the event of an occurrence which requires intervention by the Town Code Enforcement Officer or other official charged with enforcement of local laws within the Town, the owner of the Short-Term Rental shall receive the first contact, not the contact person. The owner is responsible for responding to any complaint or occurrence requiring action involving an STR in a timely manner. The owner is responsible for responding to the service of any legal process and all other notices. If the owner is not available or not able to take the required action in the appropriate time, the local contact person will then be responsible to respond to the Code Enforcement Officer. The Owner may designate the local contact as the initial point of contact by written notification to the Town Code Enforcement Officer.

Local Contact Person (Printed)

Date

Local Contact Person Signature

Date