



TOWN OF HIGHLAND
Barryville • Eldred • Highland Lake • Minisink Ford • Yulan
4 Proctor Road - Eldred, NY 12752
845.557.6085
planningboardzba@townofhighlandny.com

SHORT TERM RESIDENTIAL RENTAL PERMIT APPLICATION

Name of Applicant: _____

Property Address: _____

Mailing Address: _____

Telephone: _____ Cell Phone: _____

Email: _____

Consultant: _____

A site plan, prepared by a licensed engineer or land surveyor, must be submitted with this application. Refer to Town of Highland code: 190.21. Initial fee in the amount of \$500.00 is required, which includes first fire safety inspection. Any additional inspection requires a fee of \$75.00. Other costs incurred (unused funds will be returned to the applicant). The applicant is responsible for additional costs if expenses exceed the escrow amount. Permit holders must re-apply annually and submit a fee of \$500.00. A Fire Safety Inspection is required before the decision is rendered by the Planning Board to ensure compliance. Records containing dates of short-term rentals (less than 60 days) and the number of guests shall be provided upon request.

Office Use Only:

Decision:	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> change of ownership voids approval <input type="checkbox"/>
Expenses paid:	
Fee paid	\$500 Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature	
Date	

Conditions of Approval to be considered:

- 1) Pay all fees
- 2) Special use Permit is not transferable
- 3) Must be annual renew and inspection
- 4) All violation must be corrected immediately to avoid further action by this office.
- 5) Any other conditions that the planning board imposes.
- 6) Upon scheduling of a public hearing, a fire inspection will need to be completed before said public hearing to obtain approval from the planning board.

Checklist for Short Term Residential Rental Permit (to be submitted with application)

- Description of Property:** Single Family Dwelling
- Boundaries:** Renters shall be made aware of property boundaries and no trespassing signs clearly Posted unless a fence not any taller than 8 ft encompasses the property
- Character:** Short term rental may not adversely affect the residential character of the neighborhood. I.e., Not allowed to display a sign for advertising, generate noise, vibration, glare, bright lighting, odors or other effects that negatively interfere with another person's enjoyment / peace of their property.
- Fire Safety Inspection:** Must pass in order to receive an Operating Permit. Operating permit to be posted in a window facing the roadway.
- Garbage:** Arrangements are for the timely disposal of trash and will be managed in a way to reduce the risk of littering and odor. Location of dumpster (if you have one) and type of screening.
- Insurance:** Proof of insurance form for transient occupants and commercial rental.
- Lighting:** Not intrusive to neighbors.
- Location:** 911 address sign posted at the entrance of the driveway. Renter made aware of owner contact information and address.
- Management Plan:** Indicating emergency contact information, management company name and contact information, garbage company name and contact information, snow removal company and contact information, lawn mowing company name and contact information, copies of any rules given to the renter, how they are mitigating noise, lighting, parking etc.
- Maximum Occupancy:** Two guests per bedroom plus 2 additional permitted.
How many bedrooms_____.
- Noise:** Mitigation measures.
- Parking:** # of vehicles permitted_____.
- Pictures:** Show all (4) sides of the short-term rental(s)
- Property Maintenance:** The property will be maintained in a neat and clean manner. Lawns to be mowed and landscaping to be maintained. No garbage strewn throughout the property.
- Smoke / Carbon**

Monoxide Detectors: Signed affidavit received to the presence of the required amount.

Snow Removal: Arrangements are for the timely removal.

Survey: Showing existing features , including structures, accessory structures, significant natural and man-made features, streets, utility easements, rights-of ways, land use, etc.

Zoning District: If mixed commercial / dwelling, site plan review is required.

Emergency Contact: _____ Telephone # _____

Management Company: _____ Telephone# _____

Garbage Removal: _____ Telephone# _____

Snow Removal: _____ Telephone# _____

Lawn mowing: _____ Telephone# _____

Please Note that the emergency contact must live within 20 miles of the property.

Fire inspections will be done between the initial meeting of the planning board and before the scheduled public hearing. It is the applicant's responsibility to schedule a fire inspection with the Town of Highland Code Office (845) 557 8203.

Town of Highland
4 Proctor Road – Eldred NY 12732
845-557-8203

code@townofhighlandny.com – planningboardzba@townofhighlandny.com

Placement on the Planning Board Agenda for Short – Term Rental Special Use Permit

All planning board meetings are held on the fourth Wednesday of each month beginning at 6:00PM
The meetings are held at 4 Proctor Road Eldred NY 12732

In order to appear at a scheduled meeting of the Town of Highland Planning Board Agenda, **ALL** of the following information must be on file in the Planning Board Office no later than **10 business** days prior to the date of the meeting:

1. A written request (no verbal requests will be accepted) is required in order to be placed on the agenda for all projects and all subsequent planning board meetings (including those which the board requests project return at the next scheduled meeting)
2. Completed site plan and/or subdivisions and/or special permit applications (depending upon project) submitted. (10 copies)
3. Subdivision (survey) map and/or site plan map both requiring a minimum of IC contour intervals. (10 copies) overall of the plan and the technical drawings.
4. Environmental Assessment Form (SEQR) Part 1 submitted. (10 copies)
5. **10 packets** must be put together with one each of #'s 2, 3, and 4 clipped together. The copies for board members must be prepared packets to readily present to each member and are to be in to the planning board office **10 business** days prior to the date of the meeting.
6. For all subdivision approvals and special permits, a public hearing is required. Legal notices must be mailed Certified Return Receipt Requested, to all adjoining property owners located within five hundred (500) feet of the property line. Legal notices will be provided by the Planning Board Secretary. The cost of the mailings is the responsibility of **the applicant** and/or **representative** and a \$20.00 processing fee thereof. Notices must be mailed no less than 10 days from the date of the meeting.

Failure to include any given item will result in removal from the agenda.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

AMERICAN LEGION - Post. 1363

REFLECTIVE ADDRESS MARKER ORDER FORM

Please complete the following information:

Name _____
Address _____
City, State Zip _____
Phone Number _____

Address number requested

Note: If your address has fewer than 5 digits, start at the left and x those boxes not used

Mounting preference

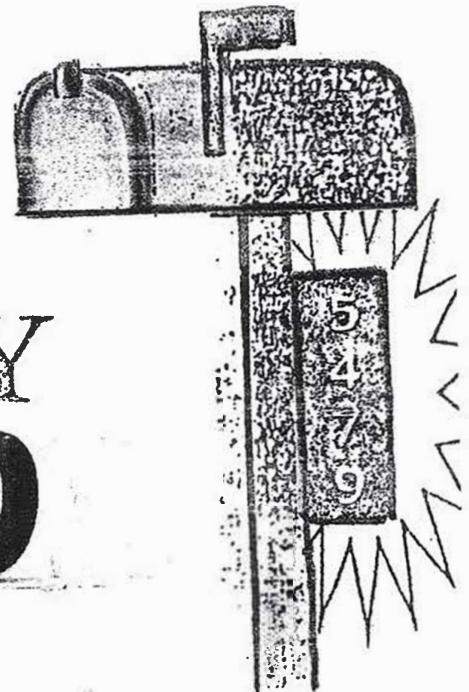
HORIZONTAL

V
E
R
T
I
C
A
L

HORZ. _____

VERT. _____

ONLY
\$ 20



Mail to:
P. O. Box 63
Eldred, New York 12732

For more information
Call 845 239 9727

Chapter 190. Zoning

Article IV. Supplementary Regulations

§ 190-21. Short-term rental.

- A. Purpose and intent. This section is enacted to allow for the use of residential dwelling units in the Town of Highland for temporary and short-term rental purposes promoting a local tourism economy while protecting the safety of renters and the privacy for nearby residents, their freedom from nuisances, and the protection of their property investments.
- B. Applicability and approvals required.
- (1) All short-term rental (STR) uses are allowed in all zoning districts where single family dwellings are permitted pursuant to § 190-12, District Schedule of District Use Regulations.
 - (2) STR uses shall be restricted to one-family dwellings, or other habitable accessory structures, as these terms are defined by this chapter.
 - (3) STR uses, both owner-occupied and non-owner-occupied, shall be permitted with a special use permit in a mixed commercial/dwelling use and be subject to review as outlined in Article VIII, Special Uses and Site Plan Approvals.
 - (4) Annual operating permit. All STR uses require an annual operating permit from the Building Department as outlined herein.
 - (5) Non-owner-occupied STR uses as defined herein shall additionally require site plan approval as outlined in Article VIII, Special Uses and Site Plan Approvals.
- C. Operating permit application. The following shall be submitted to the Building Department to obtain an initial operating permit and all subsequent annual operating permits.
- (1) A completed annual operating permit application, including proof of ownership and documentation of any easement of right-of-way used to access the subject property.
 - (2) Safety/egress plan, to be posted in a visible location within the rental unit and on the back of each bedroom door.
 - (3) A parking layout plan identifying the amount and location of parking spaces in accordance with § 190-40, Parking regulations. Parking for an STR use shall be calculated the same as for a hotel, motel, or a bed-and-breakfast. Where an STR is located within a mixed commercial/residential structure, parking for each use shall be considered separate and the applicant shall demonstrate adequacy of spaces for this use as described within this section, and any adjoining commercial uses.
 - (4) Garbage removal plan. All STR uses shall provide a scheduled garbage removal in accordance with an approved removal plan, and garbage receptacles shall not be visible from any Town right-of-way or from any adjacent residential use for more than 24 hours.
 - (5) Both the property owner and host, as defined herein, shall be responsible for addressing renter issues and compliance with STR use requirements within 24 hours. When host contact

information changes, the Building Department shall be notified within seven days and the updated contact information shall be posted within the STR.

- D. Approvals. Site plan/special use approval shall be required for all non-owner-occupied STR uses. A site plan/special use permit application shall accompany the operating permit application outlined above.
 - (1) STR registration. Upon approval of the first annual operating permit and in the case of a non-owner-occupied STR use, the issuance of site plan approval and annual operation permit, the STR use shall be deemed registered with the Town of Highland Building Department.
 - (2) Only the property owner is permitted to register a STR use.
 - (3) Change in ownership. Within 30 days of a change in ownership of an approved STR use, the owner shall be required to submit a new annual operating permit application in accordance with this section.
- E. The existing operating permit shall become null and void if the owner fails to submit a new operating permit within 30 days of ownership transfer.
- F. Existing valid non-owner-occupied STR site plan approvals/special use permits shall transfer to the new owner upon issuance of the new annual operating permit, unless the subject STR is in violation of this chapter.
- G. Any and all improvements or modifications to a STR structure, accessory building and property shall require review and approval by the Town of Highland Building Department to ensure continued compliance with this section.
- H. Safety inspections and annual recertification.
 - (1) Within 60 days of the issuance of operating permits for all new STR uses, and if applicable, site plan approvals, said STR uses shall pass a safety inspection by the Town of Highland Zoning Enforcement Officer/Building Inspector.
 - (2) All registered STR uses shall be recertified on an annual basis. As part of the recertification application, all applicants shall provide a signed affidavit attesting to the presence of the required number of smoke and carbon monoxide detectors and compliance with all other requirements of this section.
- I. Occupancy restrictions and requirements.
 - (1) All STR uses shall comply with the following occupancy restrictions:
 - (a) Guests shall not be permitted to occupy one STR unit in excess of 60 consecutive days.
 - (b) Occupancy shall be limited to a maximum of two guests per bedroom plus two additional guests at any one time. For example, a two-bedroom house will be permitted up to six guests.
 - (c) The total number of allowed guests may be restricted by the availability of suitable parking spaces in accordance with this section and § 190-40, Parking regulations.
 - (2) All STR uses shall comply with New York State Building Code requirements.
 - (3) All STR uses shall comply with all applicable New York State and/or Sullivan County laws, as may be amended, including the Sullivan County Lodging Facility Room Occupancy Tax.
- J. The property owner/host shall provide guests of the STR use with the following:
 - (1) Copies of applicable and relevant local laws and regulations identified by the Building Department.
 - (2) Approved maximum house occupancy in accordance with this section.

(3) Emergency contact information including the property owner/host; property address; Town of Highland Building Department; NYSEG; and other information identified by the Building Department. The owner shall also ensure the property address number is clearly identifiable from the street.

(4) A map depicting the property boundaries.

(5) Approved STR uses will be assigned a registration number that shall be included in all rental listings, both print and on-line and posted within the STR.

K. On- and off-site outdoor advertising of STR uses are prohibited.

L. Parking:

(1) The number and size of parking spaces available for a STR use shall be in compliance with § 190-40, Parking regulations, as described above.

(2) On-street parking shall not be used to meet applicable parking requirements.

(3) No new parking areas/driveways, whether pervious or impervious, shall be created in front yards to meet applicable parking requirements.

M. Enforcement.

(1) Violations. Potential violations of this section shall be investigated in accordance with Article VII of this chapter and associated penalties shall apply.

Town of Highland
2 Proctor Road, Eldred,, NY 12732 (Phone: 845-557-8203)

Checklist Report

Inspector: BJ Gettel
Primary Contact: _____
Location: _____

Identifier: 6.-1-52

Insp. Type: STR
Result: _____
Inspection Date: _____

	Pass	Failed	N/A
Electrical Systems			
Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical panel clearance & accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension Cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No combustibe storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unapproved and/or unsafe conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarms			
Alarm Company is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected & maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Escapes			
Fire Escape maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Escape Obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher			
Inspected & maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement and on each floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper size & type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist Report

Inspector: BJ Gettel
Primary Contact: Edun Sela
Location: 40 Airport Rd, Highland

Identifier: 6.-1-52

Insp. Type: STR
Result: None
Inspection Date: 6/12/2023

Pass Failed N/A

Heating System, Chimneys, Flues & Waterheaters

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| All safety devices operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appliances, fireplaces, water heaters are maintained | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chimney flues & gas vents in proper condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No combustibles near heating equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Portable unvented heaters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Maintenance of Means of Egress

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Emergency lighting operable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exits adequately illuminated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exit sign legible, unobstructed, & illuminated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No locks or bolts preventing free escape | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Obstructed exits, stairways, corridors, or isles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Miscellaneous

- | | | | |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Building number posted (911#) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Combustible rubbish container | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Checklist Report

Inspector: BJ Gettel
Primary Contact: Edun Sela
Location: 40 Airport Rd, Highland

Identifier: 6.-1-52

Insp. Type: STR
Result: None
Inspection Date: 6/12/2023

Pass Failed N/A

Combustible waste accumulation prohibited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety & evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating permit posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open flame cooking devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of combustible decorations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Property Maintenance

Electrical, heating & mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage and/or rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot tubs, spas and/or pools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist Report

Inspector: BJ Gettel
Primary Contact: Edun Sela
Location: 40 Airport Rd, Highland

Identifier: 6.-1-52

Insp. Type: STR
Result: None
Inspection Date: 6/12/2023

Pass Failed N/A

Smoke & Fire Detection

Carbon monoxide detector

Smoke detector

Maintained & operational

Other Contacts

Emergency Contact

Property Maintenance Company

Garbage Company

Snow Removal

Additional Key Holders