



VILLAGE OF COLD SPRING
85 MAIN STREET, COLD SPRING, NY 10516
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SHORT-TERM RENTAL APPLICATION

APPLICATION FOR: HOSTED _____ UN-HOSTED _____ ONE-TIME _____

Owner Name: _____

Address: _____

Tax Map ID: _____

Location of Off-Street Parking: _____

Owner Phone #: _____ Cell Phone # _____

Owner Email: _____

Agent Name: _____

Agent Address: _____

Agent Phone #: _____ Agent Cell Phone # _____

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FOR OFFICE USE ONLY

Date Submitted: _____ Application Fee Paid: _____

Date Passed Inspected: _____ Inspected By: _____

Lottery: Drawn (Y/N): _____ Position: _____ w/in 300 Ft. _____

Permit #: _____ Permit Date/Amount Paid: _____

SHORT-TERM RENTAL CHECKLIST

- ___ A notarized statement that the Short-Term Rental (STR) property is Owner-Occupied

- ___ Proof that the STR property has been Owner-Occupied by the person now applying for the permit for a minimum of three (3) years prior to offering the property as an STR.

- ___ Two (2) documents that confirm the STR property is the owner's Primary Residence. One required document is a copy of the filed New York State Resident Income Tax form from the prior year (can be redacted of all data so that it shows at least the applicant's name and Home Address). Additional acceptable documents are current NYS Driver's License, Voter Registration, Village of Cold Spring water bill.

- ___ Proof of proper insurance - Short-Term Rental hosts must provide proof of personal liability insurance of not less than five hundred thousand dollars (\$500,000). They must also provide proof that their carrier has no coverage restrictions in relation to Short-Term Rentals.

- ___ Location of the house number of the STR as displayed on the STR property.

- ___ Location of the off-street parking space on the STR property (applicable to R-1 and I-1 zoning districts only).

- ___ Record of the number and dates of STR Guests from the previous calendar year (if property received an STR Permit for the previous calendar year).

- ___ An indemnification and hold harmless agreement, signed by the Host. Specific wording is found in Chapter 100.

- ___ If "shared driveway", a written, notarized statement from each property owner who shares a driveway with the Host stating that they agree to sharing the driveway with STR guests.