



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

NOTICE: If the applicant is other than the owner, The Village of Millbrook Property Owner's Endorsement form is required.

APPLICANT FIRST NAME

APPLICANT LAST NAME

APPLICANT PHONE

APPLICANT EMAIL

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](https://villageofmillbrookny.com/wp-content/uploads/2024/05/AFFIDAVIT-of-compliance.pdf) - 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.