

VILLAGE OF GREENWOOD LAKE, INC.
BUILDING DEPARTMENT

18 CHURCH ST P.O BOX # 59
GREENWOOD LAKE NY 10925

SHORT TERM RENTAL REGISTRATION REQUIREMENTS

***A short-term rental permit shall not be transferred or assigned to any person or used by any other person other than the permittee to whom it was issued**

Registration for short-term rentals shall satisfy all requirements set forth:

- The owner or the short-term rental property must provide proof of a valid Certificate of Occupancy for the short-term rental property
- The owner of the short-term rental property must provide proof of septic system in compliance set forth by New York State, Orange County and the Village of Greenwood Lake. **NO PROPERTY EQUIPPED WITH A CESSPOOL MAY BE USED FOR A SHORT-TERM RENTAL.**
- The owner of the short-term rental property must provide the Building Department with proof of liability insurance no less than \$1,000,000.00
- Floor plans indicating bedroom locations and emergency exit locations must be provided
- Number of bedrooms of the short-term rental property must be provided
- Number of bathrooms of the short-term rental property must be provided
- Number of emergency exits of the short-term rental property must be provided
- The owner must provide the Building Department with fire prevention systems and their location in the short-term rental
- Indication of overnight and day time occupancy must be provided

- The owner of the short-term rental property must provide each manner or mechanism through which the rental property is listed for rental
- All short-term rental units must undergo & pass a rental inspection previous to property being approved for short-term rental permit
- Short-term rental property must be cleared of any past and or current violations

* A tenant in possession pursuant to short-term rental is prohibited from sub leasing or otherwise licensing the use or occupancy of any portion thereof.

*A permit for a short-term rental shall expire one year after the date of issuance, unless sooner revoked.

- **VIOLATIONS OF THIS CHAPTER WILL CONSITSTUTE MUNICIPAL INFRACTIONS AND WILL BE SUBJECT TO ALL APPLICABLE PENALTIES AS FURTHER SET FORTH IN CHAPTER 116 SECTION 7**

RESOLUTION # 40 OF 2021/2022

ROLL CALL VOTE

THE FOLLOWING WAS PRESENTED

BY TRUSTEE HOWLEY

SECONDED BY TRUSTEE KELM

DATE OF ADOPTION 3-21-22

NAME	AYES	NAY	NOVOTE	ABSENT
MAYOR JESSE DWYER			x	
TRUSTEE CHAD SELLIER	x			
TRUSTEE KATHELEEN HOLDER	x			
TRUSTEE THOMAS HOWLEY	x			
TRUSTEE KELI KELM	x			
TOTAL	4			

Authorizes the adoption of the following fees and fines with regard to Short Term Residential Rental:

- (a) Initial registration and inspection fee for owner/agent occupied: \$250.00
- (b) Renewal registration and inspection fee for owner/agent occupied: \$100.00
- (c) Initial registration and inspection fee for other than owner/agent occupied: \$1,000.00
- (d) Renewal registration and inspection fee for other than owner/agent occupied: \$750.00

Fines:

- (e) Operating without a short term residential rental permit a fine of up to \$1,000.00 per day.
- (f) Failure to have any require inspection up to \$250.00 per day.