Town of Hague
9793 Graphite Mountain Road, Hague, NY 12836
Short-Term Rental Permit Cover Letter

Dear Applicant:

This letter provides information regarding the Short-Term Rental Local Law #1 of 2024 regulating short-term rentals in the Town of Hague. Detailed information about this law can be found at the website: TownofHague.org or at the Town Clerk's office at the Community Center at the address above.

Attached you will find the following forms and documents:

1. **Short-Term Rental Application (STR-1)**. This is the first step in the short-term rental application process. Please fill out this form completely. Upon approval, this form will serve as your rental permit.
2. **Template of Rules and Regulations (STR-2).** This template provides a summary of minimum requirements for all short-term rental guests. Additional rules may be added by the property owner, as desired. Owners may use this template or revise it. However, the rules within the template must be maintained at a minimum. A copy of the rules shall be provided to the Town of Hague along with the permit application.
3. **Sample Site Plan and Blank Site Plan Sheet (STR-3).** These pages are provided to assist you in providing a sketch of your property. The sample site plan illustrates how you should prepare a site plan of your property using the blank site plan sheet.

Additionally, you must provide the following as part of your application:

- A nonrefundable application fee of $300.
- A copy of the deed or other instrument that demonstrates ownership of the property as recorded by the Warren County Clerk's Office.
- A valid certificate of Authority issued by Warren County Treasurer's Office authorizing the collection of Warren County Occupancy Tax from short-term renters.   The occupancy bed tax is to be collected by rental owners on behalf of Warren County. Address any questions on this responsibility to the Warren County Treasurer's Office. Occupancy tax forms are available from the Warren County website: https://warrencountyny.gov/treasurer/bedtax
- A copy of Warren County Fire Safety Inspector report. This will establish the number of eligible bedrooms and max occupancy limit. Warren County: 518-761-6542
- A current Certificate of Compliance issued by the Town of Hague Zoning Officer stating that the short-term rental property conforms to all requirements of the Town of Hague Building Code and that there are no open or pending zoning violations or enforcement proceedings.

Sincerely,

Edward Kirchberger, Zone Enforcement Officer (518)543-6161 ext. 14

SHORT TERM RENTAL APPLICATION (STR-1) TOWN OF HAGUE, NEW YORK, 12836

Please print clearly. For definitions of terms, see Hague Short-Term Rental Local Law #1, Article 2.

Application is made for Property located at_____ Tax Map # _____

Septic: tank size_____ condition_____ **Sewer:** sewer district #_____

Parking: number of off street parking spots for STR_____ (must match parking noted on site plan)

Legal Owners or Entity for this property; please attach any additional owners or additional contact info.

Name_____ Address_____ Phone_____ E-Mail_____

Name_____ Address_____ Phone_____ E-Mail_____

Name_____ Address_____ Phone_____ E-Mail_____

Local Representative responsible for responding on-site to any concern/complaint within 30 minutes. While property is being rented, this party can represent the owner in owner's absence. Attach any additional contact info.

Name_____ Address_____ Phone_____ E-Mail_____

Please list where rental is advertised_____

Initial indicating agreement to conform to the following requirements prior to renting:

_____ A copy of the current Permit and Rules/Regulations will be posted in a conspicuous location.

_____ A copy of Warren County Fire Safety Inspector report will be provided This will establish the number of eligible
bedrooms and max occupancy limit. Hague ZEO will determine rental occupancy limit and note on permit.

_____ Off-street parking will be provided for all renter vehicles.

_____ Garbage cans will have tight-fitting lids and not visible from the street; trash, garbage, and recyclables
will be removed at least weekly. Owner is responsible for any issues regarding trash.

_____ House number will be clearly visible from the street.

_____ Renting this property will not be violation of any Home Owners Association (HOA) restrictions.

_____ Owner(s) will require renters to display proper consideration for peace and well-being of neighbors and
not to act in any manner in violation of federal, state, or local law.

_____ No fireworks will be used on the property.

_____ Owner(s) have read, understand, and agree to comply with all provisions of Hague Rental Local Law.

_____ Owner(s) certify that they are legally eligible to rent this property.

_____ Owner(s) agree to all future STR regulations as approved by the town board and any new regulations will be applied to
the current rental. It is owner(s) responsibility to be aware of any such new regulations.

Applicant Signature_____ Print Name_____ Date_____

This application is for a THREE-YEAR PERMIT and requires a payment of $300.00, unless prorated. Make checks payable to Town of Hague.

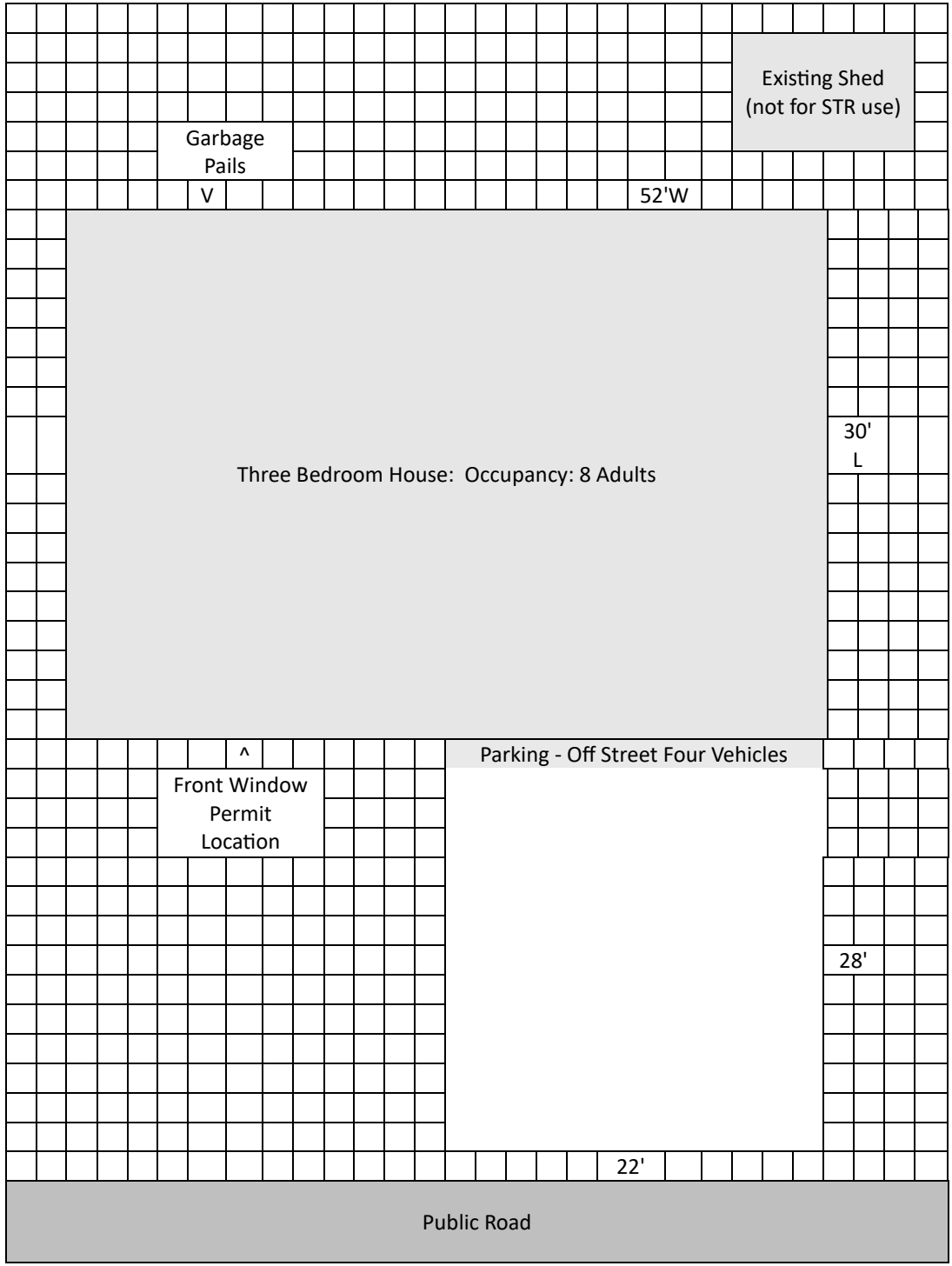# TEMPLATE OF RULES AND REGULATIONS (STR-2)

TOWN OF HAGUE, NEW YORK 12836

1. The operation of this short-term rental shall not interfere with the residential character of the premises nor surrounding properties.
2. All rental occupants must act in a manner that displays proper consideration for the peace and well-being of their neighbors and is not in violation of federal, state, or local laws and regulations.
3. Overnight guests shall not exceed the number indicated on the rental permit for this property: _____.
4. No fireworks displays shall be permitted on this property.
5. Should you need any assistance, contact the property owner or owner's local representative:

   Owner: _____ Local Representative: _____

6. **In case of emergency, call 911 or Warren County Sheriff at 518-743-2500 or New York State Troopers at 518-583-7000.**

Additional rules as desired:

Sample STR Site Plan and Blank STR Site Plan Sheet – STR-3

Existing Shed (not for STR use)

Garbage Pails

V

52'W

30' L

Three Bedroom House: Occupancy: 8 Adults

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Parking - Off Street Four Vehicles

Front Window Permit Location

28'

22'

Public Road

Site Plan Submission Template:

When Submitting property site plan, use template below. Clearly Identify Building Locations, off street parking, permit location and garbage pail area.