

VILLAGE OF COXSACKIE
BUILDING / CODE ENFORCEMENT DEPT.
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SHORT-TERM RENTAL REGULATIONS & APPLICATION

- Short-Term rentals may not be established or occupied without first having obtained a license from the Village of Coxsackie Clerk. Prior to issuance or renewal of a license, the Village Clerk must determine that all the regulations in this sub-section are met for all short-term rental properties. Failure to continually meet the regulations in this sub-section will be cause for the Clerk to revoke a license or deny renewal.
- Submit a Short-Term Rental Application annually, and associated licensing fee as shown on Application, for approval by the Village of Coxsackie Clerk. Upon receipt of a complete application, the Village Clerk will review and issue the Operator a License. Licensing Fees are subject to change, from time to time, with Village Board approval.
- The owner of the rental unit shall post a copy of the rental registration certificate, Good Neighbor Brochure, and shall provide each occupant of a rental unit with the following information prior to occupancy of the unit and/or post such information in a conspicuous place within the unit:

- (1) The name of the managing agency, agent, rental manager, local contact person, or owner of the unit, and a telephone number at which that party may be reached on a twenty-four-hour basis.
- (2) The maximum number of overnight occupants, and the maximum number of daytime occupants permitted to stay in the unit.
- (3) The trash pickup day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property.
- (4) Notification that the amplification of music outside of the rental unit is a violation of this article.
- (5) Notification that the responsible person may be cited or fined by the Department and/or immediately evicted by the owner pursuant to state law, in addition to any other remedies available at law, for creating a disturbance or for violating other provisions of this article.
- (6) Notification that failure to conform to the occupancy requirements of the rental unit is a violation of this article.
- (7) A copy of this article of the Village Code, as may be amended from time to time.

All advertising for a short-term residential rental shall include the valid certificate number issued to the registered owner. Reservation websites shall include the short-term

residential rental policies or a working link to such policies.

- The operator of a licensed short-term rental property shall comply with local maintenance laws (i.e., parking, garbage, lawn cutting, property maintenance, noise) applicable to the property.
- The operator of a licensed short-term rental property shall not allow occupancy of the short-term rental property exceeding the occupancy indicated in the license.
- All Vehicles to be Parked on Site: The motor vehicles of all occupants of the short-term rental property shall be parked only on the site of the short-term rental property as approved on the license. No motor vehicles shall be parked on the lawn or landscaped areas of a short-term rental property, or in the public street or right of way adjacent to the short-term rental property.
- Large Vehicles Not Allowed: No privately owned, non-governmental vehicle with a passenger capacity of twelve (12) persons or more shall be used to transport persons to or from a short-term rental property or parked upon the premises of a single-family accommodation.
- No RV's or trailers are allowed to be parked on a short-term rental property and utilized by renters.
- Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the collectors and between the hours of 5:00 a.m. and 8:00 p.m. on scheduled trash collection days. The owner of the rental unit shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapters 82 and 126 of the Village Code (Littering and Solid Waste, respectively) and shall provide the highest level of solid waste collection service available to residential customers in the Village.
- Be Considerate of Your Neighbors – Keep Noise to A Minimum - No occupant(s) of a short-term rental property shall: (i) make, cause or control unreasonable noise upon the short-term rental property which is audible upon a private premises that such occupant has not right to occupy, or which is in violation of Chapter 89 of the Coxsackie Village Code titled “Noise”.
- Homeowner to Provide Village with Local Contact information: At the time of application and the issuance of the license the licensee shall provide to the Village the name, address and telephone number of a local contact person who is authorized by the licensee to receive communications from the Village concerning the short-term rental property. The local contact person may be a management company, rental agent or other person employed or engaged by the licensee to manage, rent, or supervise the short-term rental property. The local contact person must be available for contact at all times. If said owner's principal place of business is not located within the county, or is located within the county but none of the business's officers or directors or members reside in said county, or the owner's principal place of residence is not located in said county, the

owner must designate on the registry form a natural person 18 years of age or older who resides in the county as owner's agent whom the owner authorizes to make decisions regarding the management and maintenance of the building and upon whom service of legal process and all notices may be served or delivered. The owner's designation of an agent shall authorize and empower the agent to make such decisions on behalf of the owner. The designated local contact person may be changed by the licensee from time to time throughout the annual term of the license. To effect such change, the licensee shall notify the Village Clerk and Village Code Enforcement Officer of the change in writing and shall, at the time, provide the Village with the name, address, and telephone number of the licensee's replacement contact person. Any replacement contact person shall meet the requirements of this paragraph.

Enforcement and Penalties

Penalties for the non-compliance with the above regulations are listed in the Application and are subject to change, from time to time, with Village Board approval. Any violations of this village law must be presented to the Village Clerk or Code Enforcement Officer, in writing, and signed by the complainant. Penalties for non-compliance at a licensed short-term rental property shall be as follows:

- Any person who uses, or allows the use of, property in violation of the provisions in this article may be issued an appearance ticket pursuant to Chapter 3 of the Village Code. The first violation is punishable by a fine in the amount of \$350.00. A second violation within five (5) years shall result in a fine of \$700. Each subsequent violation within five (5) years shall be \$1,000.00.
- Upon three violations in any twenty-four-month period, the Department may suspend or revoke the rental registration certificate for a Rental Unit. Suspension or revocation may, at the Code Enforcement Officer's discretion, result in an Owner being ineligible to apply for a rental registration certificate for three years.
- Operating without a valid certificate is prohibited. Evidence of operation may include guest testimony, rental agreements, receipts, advertising, or any other information deemed relevant by the Code Enforcement Officer. Operating without a valid rental registration certificate shall result in an Owner being ineligible to apply for such certificate for three years.
- The remedies provided for in this section are in addition to, and not in lieu of, all other legal remedies, criminal or civil, which may be pursued by the Village to address any violation of this Code or other public nuisance.

FEES

An annual registration fee of \$250.00 per building and \$100.00 per short-term Rental Unit shall be paid by the Owner at the time of filing a rental registration certificate for each Rental Unit being registered.

Short-term Rental Checklist

Is street address visible from outside, street side?

Are all emergency egress routes compliant?

Have life safety systems been serviced in the last 12 Months?

Ensure that combustibles are not too close to baseboard heaters?

Ensure that there are fire extinguisher(s) in place for guest use?

Fire extinguisher is visible, mounted and receiving annual servicing/inspection? If not in a visible location, door to extinguisher shall be labeled.

Is there a CO alarm(s)? – Location(s) _____

o Does the attached garage have a fuel burning appliance?

Are smoke alarms in proper locations? – one for every bedroom?

o Check age of smoke alarms (<10 years)

o Verify backup battery is working if hardwired.

Guests must have access to electrical panels – no lockouts.

Fire safety and evacuation plans detailing primary and secondary egress, location of fire extinguishers, procedures to follow in the event of an emergency, outside meeting place, and other life safety instructions shall be displayed in a permanent location for guests.

Number of on property parking spaces available: _____

Maximum number of Occupants: _____

Village of Coxsackie - Short Term Rental Unit Application

GENERAL INFORMATION -

Owner Name: _____

Owner Address: _____

Owner Cell Phone: _____ Other Phone: _____

Owner Email: _____

RENTAL PROPERTY INFORMATION:

Street address _____ Unit # _____

of Bedrooms: _____ # of Beds: _____ Max# of Vehicles: _____

Maximum number of occupants: _____

EMERGENCY CONTACT: Single-family, short-term rental units must supply a local Contact:

Name: _____ Cell Phone: _____

Address _____

PROPERTY MANAGEMENT INFORMATION

Are you using a rental or property management company or Platform? YES NO

Name of Management Company:

Responsible Party Name:

Physical Address:

Phone: _____ Email: _____

Do you plan to rent the accommodation unit yourself? Yes No

If you are self-managed, please circle one: VRBO, AirBnb or other _____ & listing # _____

Note: Regardless of who rents the unit, the owner is responsible for ensuring that your license # is clearly shown in any ad or listing

AFFIDAVIT (signature required) I declare under penalty of perjury in the second degree that the statements made in this form are true and complete to the best of my knowledge. I have read and understand all Village of Coxsackie Short-term Rental Regulations.

Authorized Signature

Print Date: