



**TOWN OF PAWLING**  
*The Pride of the Harlem Valley*  
Town Hall  
160 Charles Colman Blvd.  
Pawling, NY 12564  
(845) 855-3244

Building & Zoning Administrator  
Stormwater Management Officer  
Everett White  
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To Whom This May Concern,

The following is a list of documentation along with requirements needed to process Short Term Rental applications. Once all documentation has been received, it will be submitted for review to the Town's Zoning Administration for approval prior to the issuance of a permit.

- Short Term Rental application (notarized).
- Short Term Rental Affidavit (notarized).
- Parcel Map showing the proximity to neighboring properties.
- Property plans showing the location of the building, parking (number of parking spaces) well and septic systems (SSDS).
- Copy of the notice sent to neighboring property owners as per Code of the Town of Pawling (Section 215-44.1, C-2) via certified mail with return receipts requested. Please note that applicants must adhere to associated radius criteria as per the Code of the Town of Pawling (Section 215-44.1, C-1) when notices are sent.
- Copies of all Certified Mail receipts and copies of Domestic Return Receipts must also be submitted when the notification mailings are completed.
- Septic system inspection form filled out and signed with a copy of the receipt. The Septic systems must be pumped out and inspected on a yearly basis.
- House number should be clearly displayed at the entrance to the premises.
- If the STR is an apartment, it should be separately registered with 911 numbers no smaller than three inch reflective.
- Handrails or banisters for stairway.
- Fire extinguisher – 5lb. ABC or larger.
- 10 year smoke detector.
- Are premises ADA compliant?

All STR landowners are to submit completed paperwork and schedule a site inspection with the Town Code Enforcement Officer within (30) days of receipt of Short Term Rental notices. Upon receipt of the completed forms and associated documents, you will receive an invoice for the Short Term Rental and Inspection fees. Checks are made out to the Town of Pawling.

A site inspection of Short Term Rental properties is required by the Town's Code Enforcement Officer after all the paperwork is completed. To schedule the inspection, please call the building department 845-855-3244. The property owner or a representative must be on site to conduct the site inspection.

Thank you,

Everett White

Encl.