



ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401 (845) 340-3150, Fax (845) 334-8337

MICHAEL P. HEIN
County Executive

CAROL M. SMITH, MD, MPH
Commissioner of Health

Dear Mobile Home Park Owner/Operator:

Enclosed is an Application for a Permit to Operate a Mobile Home Park in Ulster County, New York for the period beginning **December 1** and ending **November 30** of the following year.

Please be advised that operating without a valid permit is a violation of the New York State Sanitary Code and may subject you to an administrative enforcement action.

The following **must** be completed and returned in order for your application to be processed. The application **cannot be processed** if **any** of the required information below is missing or incomplete. If you have any questions regarding the enclosed application, please call Mike Maclary at (845)340-3030 or Shelley Mertens at (845)340-3035.

- Please complete Sections A, B, F, G & H on the application
- Sign and print your name on page 4
- Attach required forms
- Enclose copies of *Workers' Compensation and Disability forms or signed CE-200 Exemption form

New York State Law requires every facility to have workers' compensation and disability insurance or to have an exemption form CE-200 from the New York State Workers' Compensation Board. See page 4 of the application and the enclosure regarding the forms that must be submitted with your application.

- Enclose appropriate payment of fee(s) by check or money order payable to:
ULSTER COUNTY COMMISSIONER OF FINANCE

The fee schedule for Mobile Home parks is as follows:

ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE

MOBILE HOME PARKS

5-10 Sites.....	\$250.00
11-25 Sites.....	\$350.00
26-99 Sites.....	\$500.00
100 or more Sites.....	\$650.00
Water Sample (when required).....	\$ 40.00

- Return all of the above to:

**Ulster County Department of Health
Environmental Health Services Division
239 Golden Hill Lane
Kingston, New York 12401**