Dear Campground Owner/Operator:

Enclosed is an application for a permit to operate a Campground in Ulster County. Year Round Permits are issued for the period beginning December 1 and ending November 30 of the following year and Seasonal Permits are issued for the dates the facility operates. This application and the appropriate fee(s) must be submitted before a permit can be issued. Please be advised that operating without a valid permit is a violation of Part 7-3 of the New York State Sanitary Code and may subject you to an administrative enforcement action and may result in closure. Also, it is the responsibility of the owner and/or operator of a campground to notify the Ulster County Department of Health in writing of any changes in the status of the operation of your establishment (e.g. closing, change of ownership, etc.). Campground permits are not transferable.

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 the Environmental Health Division at (845) 340-3010.

☐ Complete the enclosed application
☐ 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 a CE-200 Exemption form from the New York State Workers' Compensation Board. See page four of the application and the WC-DB information sheet for instructions regarding the forms that must be submitted.

☐ Enclose appropriate payment of fee(s) by check or money order payable to: Ulster County Commissioner of Finance

The fee schedule for Campgrounds is as follows:

**CAMPGROUNDS — YEAR ROUND**
1 - 10 Sites ........................................ $100.00
11 - 20 Sites ...................................... $150.00
21 - 100 Sites .................................... $250.00
More than 100 Sites ............................. $500.00

**CAMPGROUNDS — SEASONAL**
1 - 10 Sites ........................................ $100.00
11 - 50 Sites ...................................... $150.00
More than 50 Sites ............................... $250.00

Water Sample (when required) ............. $40.00
Returned check fee ............................. $20.00

ALL APPLICATION/PERMIT FEES ARE NON-REFUNDABLE

☐ Return all of the above to:

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

Website: www.co.ulster.ny.us/health