



# ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401-6441, (845) 340-3010, Fax (845) 340-3045

**JEN METZGER**  
County Executive

**CAROL M. SMITH, MD, MPH**  
Commissioner of Health

**\*\* PLEASE READ CAREFULLY AND ENTIRELY TO ENSURE TIMELY AND  
PROPER PROCESSING OF YOUR PERMIT APPLICATION\*\***

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 in its entirety 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 and will be returned and subject to a **\$75.00 late fee, if applicable.** If you have any questions regarding the enclosed application, please call Environmental Health Services 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
<b>Water Sample (when required).....</b>	<b>\$40.00</b>
<b>Returned check fee .....</b>	<b>\$20.00</b>

**ALL APPLICATION/PERMIT FEES ARE NON-REFUNDABLE**

- Return all of the above to:

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