



ULSTER COUNTY DEPARTMENT OF HEALTH

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

JEN METZGER

County Executive

EVE WALTER, PhD

Public Health Director

**** 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 will subject you to 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 the Environmental Health Services 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.....	\$125.00
11 - 20 Sites	\$175.00
21 - 100 Sites	\$275.00
More than 100 Sites.....	\$525.00

CAMPGROUNDS — SEASONAL

1 - 10 Sites	\$125.00
11 - 50 Sites	\$175.00
More than 50 Sites	\$275.00
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
239 Golden Hill Lane
Kingston, New York 12401**