



TOWN OF CAPE ELIZABETH

Code Enforcement Office
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Cape Elizabeth, Maine 04107-0060

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SHORT TERM RENTAL PERMIT APPLICATION # _____

MAP _____ **LOT** _____ **LOT SIZE** _____

LOCATION _____

Cape Elizabeth residents prize the peace and quiet of their single family neighborhoods. Some property owners have capitalized on the desirability of their neighborhood by renting out their property to transient tenants, especially during the summer months and holidays. Neighborhood residents are concerned that these short-term rentals take on the character of a business operating in a residential neighborhood. The purpose of establishing short term rental standards is to balance the desire of property owners to rent their properties to short-term tenants and the desire of residents to preserve the peaceful quiet and enjoyment of their single-family neighborhoods.

A short term rental is defined by Ordinance as: A dwelling that is available for rent for transient occupancy by tenants for a period of less than 30 days, excluding motels.

OWNER _____

OWNER ADDRESS _____

TELEPHONE HOME _____ **WORK** _____ **CELL** _____

CONTACT PERSON (IF DIFFERENT THAN

OWNER) _____

ADDRESS _____

TELEPHONE WORK _____ **CELL** _____ **EMAIL** _____

AVAILABILITY – WHEN, DURING THE CALENDAR YEAR, WILL THE SHORT TERM RENTAL BE

AVAILABLE _____

(If availability changes, please notify the Code Enforcement Officer)

FOR SHORT TERM RENTALS OPERATING ON A LOT THAT IS LESS THAN 30,000 SQ. FT. OR WHERE THE SHORT TERM RENTAL PROPERTY OWNER IS NOT LIVING ON THE SAME LOT OR ON A LOT ABUTTING THE SHORT TERM RENTAL DURING THE PERIOD OF RENTAL, THE FOLLOWING STANDARDS SHALL APPLY;

- 1.) **The Short Term Rental** shall not accommodate more than 12 tenants at any one time and from May 1 to October 31 of each year, shall not be rented more than 2 weeks in any one month.
- 2.) **Sanitary waste disposal** – The short term rental owner shall submit information demonstrating that adequate sanitary waste disposal is available in compliance with the Town of Cape Elizabeth Subsurface Wastewater Disposal Ordinance, as determined by the Code Enforcement Officer

DWELLING SERVICED BY: _____ **PUBLIC SEWER**

OF EXISTING BEDROOMS _____ # OF ADDITIONAL SLEEPING SPACES _____

OR; _____ **PRIVATE SEPTIC SYSTEM**

IF SEPTIC SYSTEM DESIGN ON FILE – CAPACITY _____ GALLONS PER DAY

OF EXISTING BEDROOMS _____ # OF ADDITIONAL SLEEPING SPACES _____

TOTAL # OF TENANTS PROPOSED _____ **TOTAL # ALLOWED** _____ (Every 2 tenants = 1 bedroom)

TOTAL # OF GUESTS (VISITORS) _____ **TOTAL # ALLOWED** _____ (Every 4 guests = 1 bedroom)

- 3.) **Parking** – Please attach a sketch of how parking will be provided on the same lot and/or include a written agreement for off-site parking at a specified location. Garage parking spaces shall not be used to meet the parking requirements. (1 space per 4 tenants with a minimum of 2 spaces required).
- 4.) **Rental Agreement Addendum** – Please attach a copy of the addendum attached to the Tenant Rental Agreement that includes the following information: a.) Contact person. b.) Emergency responder contact information and building evacuation plan. C.) Maximum number of tenants and guests. D.) Parking arrangements, including a prohibition against tenants and guests parking in a manner that impedes access by emergency vehicles. And e.) Event rules, as determined by the Short term Rental Owner.

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS THEIR AGENT. I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IN ADDITION, IF THIS PERMIT IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR HIS REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER ALL AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR FOR THE PURPOSES OF INSPECTING FOR COMPLIANCE

PRINTED NAME _____ **OWNER / AUTHORIZED AGENT**

SIGNED _____ DATE _____
OWNER / AUTHORIZED AGENT

PERMIT FEE \$ _____ **PAID: CASH** _____ **CHECK #** _____

SHORT TERM RENTAL CODE COMPLIANCE REQUIREMENTS

- 1.) 25 MRSA Section 2464, Subsection 2 – Smoke detectors required – The owner shall properly install, or cause to be installed, smoke detectors in accordance with the National Electrical Code and the manufacturer’s requirements in each area within, or giving access to, bedrooms. These smoke detectors may be powered by the electrical service in the dwelling, by battery or by a combination of both.
- 2.) 25 MRSA Section 2464, Subsection 9 – Rental Units – In an apartment occupied under the terms of a rental agreement, the landlord shall provide smoke detectors in working condition. The tenant shall keep the smoke detectors in working condition by keeping charged batteries in battery-operated smoke detectors, by testing the smoke detectors periodically and by refraining from disabling the smoke detectors.
- 3.) 25 MRSA Section 2468, Subsection 2 – Carbon dioxide detectors required – The owner shall install or cause to be installed by the manufacturer’s requirements at least one approved carbon monoxide detector in each area within, or giving access to, bedrooms.
- 4.) 25 MRSA Section 2564, Subsection 5 – Rental units - In an apartment under the terms of a rental agreement, the landlord shall provide carbon dioxide detectors in working condition. The tenant shall keep the carbon dioxide detectors in working condition by keeping the charged batteries in battery operated carbon dioxide detectors, by testing the carbon dioxide detectors periodically and by refraining from disabling the carbon dioxide detectors.
- 5.)