



TOWN OF CAPE ELIZABETH

Code Enforcement Office
P.O. Box 6260
320 Ocean House Road
Cape Elizabeth, Maine 04107-0060

Phone: 207-799-1619
Email:
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SHORT TERM RENTAL PERMIT APPLICATION # _____

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

LOCATION _____

IF NOT LOCATED ON PUBLIC ROAD, PROVIDE DIRECTIONS: _____

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, especially during the summer months and holidays. Neighborhood residents are concerned that short-term rentals take on the character of a business operating in a residential neighborhood. The purpose of 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 residential neighborhoods

A Short Term Rental is defined by Ordinance as: The use of a dwelling offered for rent for transient occupancy by tenants for a tenancy of less than 30 days, excluding motels, hotels and bed and breakfasts.

A Short Term rental Guest is defined by Ordinance as: A visitor of a Short Term Rental tenant who will not be sleeping overnight on the property.

OWNER _____

OWNER ADDRESS _____

PHONE: HOME _____ **WORK** _____ **CELL** _____

EMAIL ADDRESS _____

CONTACT PERSON #1 (IF DIFFERENT THAN OWNER) _____

ADDRESS _____

PHONE: _____ EMAIL _____

WILL THIS PERSON SERVE AS A CONTACT THROUGHOUT THE YEAR? _____ YES _____ NO
IF NO, FOR WHAT TIMEFRAME _____

CONTACT PERSON #2, WHEN APPLICABLE _____

ADDRESS _____

PHONE: _____ EMAIL _____

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

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

STANDARDS – A Short Term Rental permit shall be issued upon the applicant satisfying the above requirements if the following standards are met:

1.) CODE COMPLIANCE – An applicant’s property shall, without limitation, comply with the following Building code sections of the International Residential Code (“IRC”) and the International Building Code (“IBC”) **to assure compliance, the following must be in place and checked off:**

- IRC Section R314, Smoke Alarms
- IRC Section R315, Carbon Monoxide Alarms
- IBC Section 906, Portable Fire Extinguishers. The building shall be considered to be an R-1 Occupancy (Boarding House) for the purpose of determining the type and location of portable fire extinguishers
- IBC Section 1006.2, 1006.3 and 1006.4 Means of Egress Illumination.

Please attach floor plans of the dwelling unit that shows the location of the alarms, fire extinguisher(s) and emergency lighting.

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)

PARKING – This application shall include a depiction of how parking will be provided on the same lot, and/or include a written agreement for off-site parking at a specified location, to comply with the Off-Street Parking Standards, Sec. 19-7-8. Garage parking spaces not allowed for tenant use shall not be used to meet the Short Term Rental parking requirement. No bus shall be parked at the Short-Term Rental property during any rental period.

RENTAL AGREEMENT ADDENDUM – The Short Term Rental **permit application shall be submitted with an addendum** to be attached to the Short Term Rental agreement between owner and tenant that shall be provided to all tenants. The Town shall not be responsible for enforcement of the rental agreement or addendum. The rental agreement addendum shall include the following:

- 1.) **Contact person**
- 2.) **Emergency responder contact information**
- 3.) **Building evacuation plan**
- 4.) **Maximum number of tenants and guests**
- 5.) **Parking arrangements, including a prohibition of tenants and guests parking in a manner that impedes access by emergency vehicles to the property or any other dwelling in the neighborhood**
- 6.) **Maximum number of tenants and guests allowed at the property**
- 7.) **Good neighbor guidelines**
- 8.) **Copy of the Miscellaneous Offenses Ordinance**

LIMIT ON RENTAL INTENSITY – If a Short Term Rental property is operated on a lot of 30,000 sq. ft. or less in size and the property owner is not either living on an abutting lot or in a separate dwelling on the same lot, the Short Term Rental permit shall not allow more than two tenants per bedroom, shall not allow use of non-bedroom areas for sleeping and shall not allow occupancy by more than eight tenants at any time. The number of Short Term Rental Guests shall be limited to eight at any time. On site parking shall be limited to four parking spaces.

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 #** _____

PERMIT IS VALID FOR ONE (1) YEAR FROM DATE OF ISSUANCE AND IS SUBJECT TO SUSPENSION IF THE SHORT TERM RENTAL PROPERTY BECOMES NONCOMPLIANT, AND MAY BE REVOKED AS PROVIDED IN SECTION 19-8-14F OF THE SHORT TERM RENTAL STANDARDS.

APPROVED _____

DATE OF APPROVAL OR DENIAL _____

DENIED _____

IF DENIED, REASON FOR DENIAL _____

SIGNED _____