

GENERAL NOTICE AND SELF-VERIFICATION FORM: SHORT TERM RENTAL

WHO NEEDS TO SUBMIT THIS FORM?

Anyone renting a dwelling, portion of a dwelling, or residential campsite as a short-term rental that is:

- In a subdistrict where these uses are allowed without a permit subject to standards in the Maine Land Use Planning Commission's ("LUPC" or "Commission") service area; and
- In conformance with the standards listed below.



There is no fee for this notification.



A permit is required in-lieu of this notification if maximum allowable occupancy exceeds the standard. Contact the [LUPC office](#) serving your area for additional information.

WHERE CAN I GET HELP TO COMPLETE THIS FORM?

Call the LUPC office that serves your area and ask to speak to one of our regional representatives. You can locate your regional office at <https://www.maine.gov/dacf/lupc/about/offices/index.shtml>. You may also visit the LUPC web site at www.maine.gov/dacf/lupc/ to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

SUBMITTING YOUR FORM

Mail a printed copy of your completed notification to:

The Land Use Planning Commission
Attn: Short-term Rentals
18 Elkins Lane
22 State House Station
Augusta, Maine 04333

OR

Complete and submit the form online at:

[www.maine.gov/dacf/lupc/.....](http://www.maine.gov/dacf/lupc/)

- **OPERATORS OF SHORT-TERM RENTALS EXISTING PRIOR TO [insert effective date] MUST SUBMIT A NOTICE BY [insert 180 days from effective date].**
- **NEW SHORT-TERM RENTAL ACTIVITIES MAY NOT BEGIN PRIOR TO SUBMISSION OF A COMPLETED, SIGNED NOTICE FORM**

Operators may proceed with new or continue existing short-term rental activities after filing a completed notification with the Commission unless the Commission staff informs the operator in writing that issues have been identified by the Commission staff regarding the adequacy in which the Commission's rules are being met.

******KEEP A COPY OF THIS NOTICE FORM FOR YOUR RECORDS******

This page intentionally left blank.

SHORT-TERM RENTAL NOTICE

For office use:

GN

Tracking No.

Action No.

1. SHORT-TERM RENTAL PROPERTY DESCRIPTION AND LOCATION

| | | |
|--|--|--|
| Township, Town, or Plantation* | County* | Type of Rental* (<i>dwelling, bunkhouse, <u>or</u> residential campsite</i>) |
| Name of the Road* (<i>if named</i>) | Tax Information* (<i>check tax bill</i>) Map: _____ Plan: _____ Lot(s): _____ | |
| Zoning Subdistrict at Rental Property Location* | GPS Coordinates Latitude: _____ Longitude: _____ | |
| Local Contact Name* | Local Contact* Daytime Phone*: _____ Nighttime Phone* _____ | |
| Maximum Allowable Occupancy* | Approximate number of days the Short-term Rental is available for rent in a year _____ | |
| Prior LUPC Permits Approved for this Property (<i>type and number</i>) | | |

If located in a condominium or homeowners association, you attest that the use of the unit as a short-term rental is allowed *

Yes No

All Short-Term Rental Dwellings Units allowed without a permit subject to standards must meet the following Land Use Planning Commission standards:

1. The maximum allowable occupancy does not exceed limits for a short-term rental dwelling unit (two persons per bedroom), residential campsite (12 persons), or authorized bunkhouses (one person per bed with two beds counting as one bedroom).
2. Occupancy and sleeping accommodations are limited to authorized buildings or areas (e.g., dwelling, bunkhouse, or residential campsite);
3. Subsurface wastewater disposal system. The short-term rental must have a subsurface wastewater disposal system that complies with all applicable Subsurface Wastewater Disposal Rules (DHHS Rules, Chapter 241).
4. A local contact person who is personally available by telephone on a 24-hour basis and who has access and authority to assume management of the short-term rental is identified, and their contact information is posted prominently in the dwelling unit;
5. The E-911 address and/or other specific information describing the location of the property is posted in a prominent manner both within the short-term rental dwelling unit and in an exterior location visible to emergency responders;
6. Sufficient off-street parking is provided to guests to avoid violations of 17 M.R.S. § 3853-C;
7. Adequate trash and recycling receptacles are provided for renters and regularly collected and disposed of at a State-approved landfill or transfer station.

In addition to Land Use Planning Commission Standards for Short-Term Rental Dwelling Units, by signing this notification form the owner certifies that they are aware of and in compliance with other applicable state and federal laws related to rental properties (*see Short-term Rental Guidance for Owners*).

*Required Fields

For office use:

GN

SHORT-TERM RENTAL NOTICE

Tracking No.

Action No.

2. SHORT-TERM RENTAL OWNER INFORMATION (REQUIRED) AND AGENT AUTHORIZATION (OPTIONAL)

| | | | |
|---|--------|----------------|--|
| Short-term Rental Owner Name(s)* | | Daytime Phone* | |
| If an LLC provide the name of the person(s) authorized to sign on the behalf of the LLC | | | |
| Mailing Address* | | E-mail | |
| Town* | State* | Zip Code* | |
| Agent Name | | Daytime Phone | |
| Mailing Address | | Email | |
| Town | State | Zip Code | |

I, the Short-Term Rental Owner, have personally examined and am familiar with the information submitted in this notification, and to the best of my knowledge and belief, this notification is true, accurate, and complete. I understand that if the notification is incomplete, it will be returned as incomplete. If there is an Agent listed above, I hereby authorize that individual or business to act as my legal agent in all matters relating to this notification. I understand that I am responsible for compliance with all standards administered by the Maine Land Use Planning Commission for short-term rentals as well as any applicable state and federal standards.

This notification is not valid without the signature and date of the landowner(s).

Short-term Rental Owner Signature(s)*

Date

Agent Signature (If applicable)

Date

***Required Fields**

PLEASE NOTE: THIS IS NOT A PERMIT. SUBMISSION OF THIS NOTICE DOES NOT CONSTITUTE COMMISSION APPROVAL.

******KEEP A COPY OF THIS NOTIFICATION FOR YOUR RECORDS******