



## **TOWN OF RAYMOND SHORT-TERM RENTAL REGISTRATION ORDINANCE**

### **DRAFT FOR 08/13/2025 PLANNING BOARD MEETING**

**Date:** August 13, 2025

**To:** Jason Williamson, *Code Enforcement Officer*  
Town of Raymond Planning Board  
401 Webbs Mills Rd., Raymond ME 04071

**From:** Brett Wiemken, *Planning Consultant*  
Sebago Technics, Inc.  
75 John Roberts Rd. Ste. 4A, South Portland ME 04106

This draft short-term rental (STR) ordinance includes updates based on the discussions from the Planning Board Workshops held on June 11, 2025, and July 9, 2025.

### **Section 1: Purpose & Authority**

- A. Purpose:** The Town of Raymond's residents value the peace and quiet character of their residential neighborhoods. In recent years, a growing number of property owners rent out their properties on a short-term basis throughout various seasons of the year. To preserve the fabric of residential neighborhoods and to protect the safety of existing residents and visitors, the Town of Raymond believes the operation of short-term rentals (STRs) must be monitored. This ordinance was developed with an interest to balance the desires of the property owners who wish to rent their properties to short-term tenants and with the desire for residents wishing to preserve the character of their residential neighborhoods.
- B. Authority:** Under the authority of 30-A M.R.S.A. §§ 4401-4407, including all acts in amendment thereof and in addition thereto, and any other enabling laws, this *SHORT-TERM RENTAL REGISTRATION ORDINANCE* of the Town of Raymond, Maine is hereby adopted to encourage the most appropriate use of land of an economically sound and stable community (Effective \_\_\_\_\_)

### **Section 2: Definitions**

**Short-Term Rental:** A **permanent** dwelling unit that is rented to renters or guests for a period of time less than thirty (30) consecutive days; for compensation, directly or indirectly. Short-term rentals do not include hotels, motels, bed and breakfast inns, **banquet halls**, or campgrounds.

**Primary Residence, Hosted:** A dwelling that is occupied by the owner when any part of the dwelling unit is rented as a short-term rental.

**Primary Residence, Unhosted:** A dwelling unit that is not occupied by the owner when any part of the dwelling unit is rented as a short-term rental, but is the primary residence of the owner.

**Non-Primary Residence, Unhosted:** A dwelling unit that is not occupied by the owner when any part of the dwelling unit is rented as a short-term rental, and is not the primary residence of the owner

**Long-Term Rental:** A dwelling unit that is rented to renters or guests for a period of time equal to or greater than thirty (30) consecutive days for compensation, directly or indirectly.

**Dwelling Unit:** (From Raymond LUO) One or more habitable rooms designed, intended or used for living quarters by one or more persons living together as a family, with living, sleeping, sanitary and cooking facilities, including within the meaning of "cooking facilities" a stove, hot plate, microwave oven or other device for heating or cooking food. The term shall include manufactured houses and rental units that contain cooking, sleeping and toilet facilities, regardless of the time period rented. Recreational vehicles are not residential dwelling units.

**Permanent or Year Round** (*From Raymond SLZO*): A dwelling unit so constructed as to be suitable for occupancy 365 days of the year.

**Seasonal** (*From Raymond SLZO*): A dwelling unit so constructed as to be suitable for occupancy during the warmer months of the year only.

**Owner:** (*From Raymond LUO*) Any person, firm, corporation or other legal entity that controls a parcel of land by a fee or less than fee title, or is party to a valid contract or option to purchase said title.

**Advertising:** Any form of communication for marketing that is used to encourage, persuade or manipulate viewers, readers or listeners into contracting for goods and/or services as may be viewed through various media, including, but not limited to, newspapers, magazines, flyers, handbills, television commercials, radio, signage, direct mail, websites, electronic social media, third-party booking agents, realtors or text messages.

### **Section 3: Registration Requirements**

- A. Effective Period:** Effective \_\_\_\_\_, no dwelling unit may be rented, or otherwise held out as being available for rent as a short-term rental, without first registering with the Town of Raymond in a manner consistent with this Ordinance. A short-term rental registration is valid for a period of one (1) calendar year from the date of issuance by the Town's Code Enforcement Officer.
- B. Renewal Period:** Short-term rental registrations shall be applied for or renewed annually on or before the date of initial approval. Any previously granted registrations are considered expired upon receipt of a new registration.
- C. Eligibility for Registration & Renewal:**
1. A short-term rental registration may not be granted to a renter, lessee, or any other party who is not the owner of the proposed short-term rental unit(s).
  2. Registrations completed under this ordinance are not transferable to a new owner. Any change in ownership shall require a new registration.
  3. Registrations are limited to the dwelling unit for which they are issued, and shall not be transferrable to a different dwelling unit on the same property.
  4. Registration applications shall be made available by the Code Enforcement Officer and provide all information required to demonstrate compliance with all listed performance standards contained in this ordinance, as well as all materials listed in *Section 3.D. Application for Short-Term Rental Registration*.
- D. Application for Short-Term Rental Registration:** The following items are required to be submitted when applying for a short-term rental registration.
1. Completed Short-Term Rental Registration application form.
  2. Application Fee, in an amount consistent with the Town's most current and adopted Fee Schedule.

3. Septic information, including HHE-200 forms and evidence of when the system was last pumped, or if the site is connected to a public sewer system.
- E. **Completeness of Application: Review:** Upon submission of all application materials, the application shall be reviewed by the Code Enforcement Officer for completeness. Once deemed complete, the Code Enforcement Officer shall schedule an inspection of the premises.
- F. **Inspection:** The short-term rental shall be inspected by the Code Enforcement Officer, Fire Inspector, and other appropriate Town officials as deemed necessary by the Code Enforcement Officer, to determine compliance with this ordinance and applicable building code, fire code, and life safety standards.
- G. **Application Decision:** Once deemed complete, and after all necessary inspections, the Code Enforcement Officer shall either grant approval, approval with conditions, or deny each application.
- H. **Rental Registration Certificate:** A rental registration certificate is to be made by the Code Enforcement Officer stating the valid period and authorized number of occupants. The certificate must be displayed in the rental unit.
- I. **Renewals:** For renewal applications, Applicants are required to show evidence that the septic system has been pumped within the last five (5) years, and certify that the property has not been engaged in any unpermitted transfers.
- J. **Advertising:** All advertising shall align with the occupancy limits as determined by the Code Enforcement Officer or their designee.

#### **Section 4: Performance Standards**

- A. **Emergency Contact:** The dwelling unit's owner must provide an emergency contact who is able to respond within a timely manner not to exceed twenty-four (24) hours to respond to complaints regarding the condition of the short-term rental or the conduct of guests, and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints. If the owner is a corporation, a local point of contact is required.
- B. **Occupancy Limits:** Occupancy within a short-term rental is limited to a maximum of two (2) overnight guests per legally permitted bedrooms (as determined by the Code Enforcement Officer), plus an additional two (2) guests. Specific occupancy limitations noted on a property's septic system HHE-200 form takes precedent over the above-defined occupancy limit if the number is less.
- C. **Parking:** The dwelling unit's owner must provide off-street parking for all guests subject to the requirements of the parking standards within the *Land Use Ordinance §300-9.3.A.2*. Parking that impedes access by emergency vehicles to the property or other dwelling units in the neighborhood is prohibited.
- D. **Trash Disposal:** The dwelling unit's owner must provide trash receptacles for household trash. The dwelling unit owner is responsible to ensure that all trash is removed from the property at the end of each rental period.
- E. **Habitability of Dwelling Units:** A dwelling unit may not be rented as a short-term rental if the same has not received a Certificate of Occupancy from the Code Enforcement

Officer, has been declared as a “dangerous building” by the Selectboard as defined by state law, or has otherwise been declared to be unfit for human habitation by the Local Health Officer.

- F. Signage:** Any and all signage erected on the short-term rental property shall comply with the Town of Raymond’s Land Use Ordinance.
- G. Subletting & Event Hosting:** It shall be unlawful to sublet a short-term rental. It shall also be unlawful to host events that interfere with off-street parking on neighboring properties.
- H. Distribution of Good Neighbor Flyer:** A copy of the *Good Neighbor Guidelines*, prepared and maintained by the Town, shall be posted in the short-term rental.

### **Section 5: Complaints, Penalties, Violations, & Enforcement**

- A. Complaints Concerning Short-term Rentals:** All complaints regarding short-term rentals shall be brought to the attention of the Code Enforcement Officer. The Code Enforcement Officer shall establish and maintain a record of all complaints received for each short-term rental and investigations with findings reported by the Code Enforcement Officer. The Code Enforcement Officer shall seek to obtain voluntary compliance through the correction of all substantiated complaints by the short-term rental registrant. A list of complaints and any resolutions shall be reported to the Town Selectboard by the Code Enforcement Officer.
- B. Suspension or Revocation of a Registration:** If in the opinion of the Code Enforcement Officer a violation of this ordinance exists and cannot be resolved within a reasonable time period, and if the severity or nature warrants further review of the registration, the Code Enforcement Officer shall provide a report to the Town Manager, and the Selectboard if necessary, for review and consideration to suspend or revoke the short-term rental registration. If the violation requires the Selectboard’s engagement, a public hearing will be held and the Selectboard may condition, suspend, or revoke a short-term rental registration on the basis of the dwelling unit owner’s non-compliance with this ordinance. Any decision of the Selectboard described above may be appealed to the Maine Superior Court within thirty (30) days of that decision, consistent with Rule 80B of the Maine Rules of Civil Procedure. Registrants who have previously had a registration(s) revoked pursuant to this article shall be allowed to be registered in the future only by order of the Selectboard.
- C. Violations & Enforcement:** Failure to comply with any requirements of this ordinance shall result in the issuance of a notice of violation from the Code Enforcement Officer, or other authorized Town officials. If the violation is not addressed within the time period established within the notice of violation, the town may bring an enforcement action in the Maine District or a Superior Court. Each violation shall be subject to a minimum fine **in an amount consistent with the Town’s most current and adopted Fee Schedule**. Each day that the violation continues shall be considered a separate violation. IN the event that the Town is successful in providing a violation, it shall be entitled to recover its attorney’s fees and costs in bringing the enforcement action.

### **Section 6: Appeals**

- A. Decisions and Notices of Violations:** Decisions and notices of violations issued by any Town official under this ordinance shall be appealed to the Zoning Board of Appeals within thirty (30) calendar days of the date of the decision. Appeals shall be submitted to the Town Clerk and shall include a summary of the decision from which the appeal is taken and a summary of the issues for which review is sought.

### **Section 7: Waivers**

- A. Waivers:** Unless otherwise specifically indicated, the Planning Board may grant waivers from the performance standards contained in Section 4. In considering and granting any waivers, the Planning Board shall proceed in a manner consistent with the *Land Use Ordinance §300-8.3*. This includes the application process, timing, notification of adjacent properties, hearing procedures, and standards for determining findings.

### **Section 8: Severability**

- A.** Should any section or provision of this ordinance be declared to be invalid by a court of competent jurisdiction, such a decision shall not invalidate any other section of this ordinance.



Town of Raymond Code Enforcement

Phone: (207) 655-4742

Fax: (207) 655-3024

# Short-Term Rental (STR) Property Registration Application

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\*Reserved for Stamping use only\*

## Registration Type: (check one)

New Property:

Renewing Property:

## Property Information:

Property Address:

City

State

Zip

Tax Map & Lot:

## Property Owner:

Full Name:

Mailing Address:

City

State

Zip

Phone:

E-Mail:

## Applicant Information:

Same as Owner:

Full Name:

Mailing Address:

City

State

Zip

Phone:

E-Mail:

## Emergency Contact:

The Emergency Contact may be the property owner, registered agent, or representative. The Emergency Contact must be able to respond within three hours (24 hours per day) to complaints regarding the condition, safety or operation of the short-term rental or the conduct of guests and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints.

Full Name:

Address:

City

State

Zip

Phone:

E-Mail:

## Type of Short-Term Rental: (check one)

Primary Residence Hosted:

Primary Residence Unhosted:

Non-Primary Unhosted:

Other:

## Code Compliance:

Occupancy/Septic:

Fire Safety:

Water Testing:

# of Bedrooms:

# of Smoke Detectors:

Last Water Testing Date:

Septic Size (if known):

# of Carbon Monoxide Detectors:

Parking: (off-street)

Last Septic Pump Date:

# of Fire Extinguishers:

Number of Spaces:

## Staff Use Only

Date Filed:

Fee Paid:

Payment:

Received By:

## Submittal Options:

Drop off or Mail In:

401 Webb Mills Rd.

Raymond, ME 04071

## Please Note:

The State of Maine requires the landlord or building manager of a dwelling that is rented for human habitation and for which the water supply is a residential private drinking water well shall obtain a water test every 3 to 5 years.



**Short-Term Rental (STR) Property Registration Application**  
**Town of Raymond Code Enforcement**

Phone: (207) 655-4742

Fax: (207) 655-3024

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**Property Owner Acknowledgement of Responsibilities:**

I understand that failure to meet the following operating standards will result in a violation of the Town of Raymond STR Registration Ordinance.

**A. Emergency Contact:**

The dwelling unit's owner must provide an Emergency Contact who is able to respond within three hours (24 hours per day) to complaints regarding the condition, or the conduct of guests and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints. If the owner is a corporation, a local point of contact is required

**B. Occupancy Limits:**

Occupancy within a short-term rental is limited to a maximum of two (2) guests per legally permitted bedrooms (as determined by the Code Enforcement Officer) plus an additional two (2) guests. Specific occupancy limitations noted on a property's septic system HHE-200 form takes precedent over the above occupancy, if the number is less.

**C. Parking:**

The dwelling unit's owner must provide off-street parking for all guests subject to the requirements of the parking standards within the *Land Use Ordinance* §300-9.3.A.2. Parking that impedes access by emergency vehicles to the property or other dwelling in the neighborhood.

**D. Trash Disposal:**

The dwelling unit's owner must provide trash receptacles for household trash. The dwelling unit owner is responsible to ensure that all trash is removed from the property at the end of each rental period.

**E. Habitability of Dwelling Unit:**

A dwelling unit may not be rented as a short-term rental if the same has not received a certificate of Occupancy from the Code Enforcement Officer, has been declared as a "dangerous building" by the Selectboard, as defined by the state law, or has otherwise been declared to be unfit for human habitation by the Local Health Officer.

**F. Signage:**

Any and all signage erected on the short-term rental property shall comply with the Town of Raymond's Land Use Ordinance.

**G. Subletting & Event Hosting:**

It shall be unlawful to sublet a short-term rental. It shall also be unlawful to host events that interfere with parking neighbors, include guests beyond short-term rental's maximum occupancy rate, or create a nuisance for neighbors.

**H. Distribution of Good Neighbor Flyer:**

A copy of the Good Neighbor Guidelines, prepared and maintained by the town, shall be posted in the short-term rental.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_