



Town of Raymond Code Enforcement

Phone: (207) 655-4742

Fax: (207) 655-3024

Short-Term Rental (STR) Property Registration Application



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 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.

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:

of Bedrooms:

Septic Size (if known):

Last Septic Pump Date:

Fire Safety:

of Smoke Detectors:

of Carbon Monoxide Detectors:

of Fire Extinguishers:

Water Testing:

Last Water Testing Date:

Parking: (off-street)

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.



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PROPERTY OWNER ACKNOWLEDGMENT 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 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, or the specific occupancy as noted on the property's most recent septic system HHE-200 form on file with the Town Office, whichever is less. Maximum daytime occupancy is limited to two (2) guests per legally permitted bedrooms plus four (4) adults during the sunrise to sunset hours of the day.

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 surrounding 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 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 state law, or has otherwise been declared to be unfit for human habitation by the Local Health Officer. If a Certificate of Occupancy has not been issued by the Town, the applicant is required to obtain an inspection and issuance of a new Certificate of Occupancy by the Town.

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.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____



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GOOD NEIGHBOR GUIDELINES

Welcome to Raymond, Maine! We want all guests and vacationers to enjoy our peaceful, quiet community. Treat the neighborhood with respect and be courteous to all who live and play here, including neighbors and wildlife.

- If you're not sure where the property line is, ask the owner or abutting neighbor.
- Please observe the posted speed limit and drive carefully. The speed limit on camp roads is posted to keep our neighborhoods safe, prevent damage to our roads, and keep dust down (which is a pollutant to our lakes and an irritant to humans).
- Keep noise to a minimum, especially after 10 p.m. Most people come to Maine for the quiet relaxation it affords.
- Boating laws cover life jackets, personal watercraft, speed and operating under the influence. Please follow these laws.
- Campfires are allowed only with the property owner's permission and a Town of Raymond permit. If the property owner has not secured a permit, campfires are not allowed.
- Maine State law requires that fireworks cannot be set off after 10 pm, with the exception of the 4th of July and New Year's. Please consider the impact on neighbors and pets if you wish to set off fireworks.

I. Help Protect our Lakes

The lakes in our community are clean and beautiful, but sensitive. Your actions impact water quality and we all play a part in keeping our lakes clean and pure.

- Under Maine State law, no one can intentionally introduce foreign substances (including soap and shampoo) into our waters without a permit. Please use phosphate-free soaps for laundry and dish-washing, and do not bathe or wash hair in the lake. Phosphorus is the nutrient that most influences the growth of algae in lakes.
- Do not remove vegetation in the lake or along the shoreline. Plants help filter out pollution and prevent erosion.
- Don't remove rocks from the shore. Stones and rocks that are either naturally or deliberately placed at the lakeside are keeping earth from getting into the lake. Do not pick them up or throw them into the water.
- Please clean your boat of all plant matter before launching it into one of our lakes.
- By Maine law, all boats must be kept at or under headway speed within 200 feet of shore.
- Excessive wakes near shore lead to rapid erosion problems, especially in the spring and fall when water levels are high. Please keep wakes to a minimum within 250 feet of shore.
- Please ensure that all watercraft, flotation devices and toys are secured onshore or to your dock. Free-floating objects pose a real danger to boaters, children tubing, water-skiers and swimmers.
- If you intend to fish while you are visiting, you must obtain a license. Please ensure you acquire the proper permit from the Maine Department of Inland Fisheries and Wildlife: <https://www.maine.gov/ifw/>

II. Rental Property Occupancy

The rental property owner will provide the maximum number of occupants permitted to stay in the rental unit. Compliance with occupancy rules will ensure that you and your neighbors will both enjoy your stay. Large gatherings that involve an assemblage of vehicles or people more than the maximum allowable number of short-term guests are prohibited for short-term rental guests.



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III. Keep the Septic System Safe

Septic systems are not sewers; the waste that goes into them stays on the premises. Please do not flush anything that is not entirely and rapidly biodegradable. Disposable diapers and personal cleanliness wipes are not flushable. Cooking grease is especially bad – it rises to the top of the tank and clogs the intake baffle as it hardens. It can take as long as 30 years to biodegrade, so please keep a container for cooking grease at hand and dispose of it in the trash. If you are not sure if something is biodegradable, don't flush it!

IV. Secure Your Trash

Trash bags must be tied securely and placed in provided containers. Please make sure the lids of containers are put on tightly or strapped with a bungee cord to keep out skunks and raccoons. Never leave bags of trash out in the open, day or night.

V. Know Where to Park

The owner of your rental unit should have provided you with information detailing how many vehicles you can have, and where to park. Please be mindful of where you park; do not block driveways, fire hydrants, or the road itself.

VI. Control all Pets

Maine has a leash law. If your vacation rental allows dogs, please always keep your dog on property and under your direct voice control. Do not let your dog run loose at any time. When you clean up after your dog, bag and discard the waste in the trash; pet waste can carry harmful bacteria. Be considerate of your neighbors (as well as your pets!) and do not leave your pet alone outside in an unfamiliar place where they may bark or cry for you.

VII. Wildlife Protection

Please be considerate of our wildlife. Help keep their habitat clean and comfortable, and don't agitate the lakefront where waterfowl may be nesting. Common loons are protected from pursuit, harassment and capture by federal law. While it may be tempting to get close to loons, human disturbance is one of the greatest threats to loons' breeding success. As with all wildlife, you may enjoy loons from a distance.

PROPERTY OWNER ACKNOWLEDGMENT OF RESPONSIBILITIES:

I understand that a copy of the Good Neighbor Guidelines shall be posted in the short-term rental and that a failure to do so shall result in a violation of the Town of Raymond STR Registration Ordinance.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____