

File Number: _____



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Short Term Rental Application (STR)

_____ **New Application** _____ **Renewal Application**

Address of Rental: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Tax Identification Number: _____

Driving Directions: _____

Applicant(s) Name: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____ Fax: _____

List all Holders of Record Title:

Name: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Name: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Name: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____

File Number: _____

Resident Agent: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Square Footage of Primary Dwelling: _____ No. of Bedrooms: _____

Type Sewage Disposal: Public: _____ Individual On-Site: _____

Certification: I certify that all the information noted herein and in any attached documents is true and correct. I understand that in accordance with *Talbot County Code*, Chapter 190, the Planning Officer may decline to issue or may suspend or revoke a short term rental license due to any false, inaccurate, or misrepresentation in this application or other registration. By the filing of this application, I authorize agents of the regulatory governmental agencies to enter onto my property for the purposes of performing the inspections necessary to ensure compliance with all regulations, restrictions and limitations on the establishment and operation of a short term rental property.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Office Use Only:

Approvals:

Planning Office: _____ Date: _____

Comments/Conditions: _____



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Short Term Rental Checklist

In order for this application to be processed, all of the following documentation must accompany this application. Any application submitted without all of the required documentation will be returned as incomplete. **Only primary dwellings are eligible for short-term licensure. Use of guesthouses or other accessory dwellings are not permitted for short-term rental.**

New Applications:

- _____ A copy of the deed to the property seeking licensure.
- _____ A copy of the written lease agreement.
- _____ New STR's served by public sewer shall submit a letter of authorization from the County Engineer indicating adequacy of sewer to serve proposed use.

New or Renewal Applications:

- _____ Proof of insurance, minimum \$500,000 for personal liability.
- _____ A copy of your notification letter to adjoining property owners.
- _____ A list of the property owners and their address that received your notification.
- _____ Certified mail receipts of property owners notified.
- _____ An affidavit attesting compliance with building code for fire extinguishers, exits and smoke detectors.
- _____ A floor plan of the structure is required. The floor plan must be to scale and all rooms labeled with use and dimensions.
- _____ *A copy of the "approved" results of a bacteriological water sample obtained from a State of Maryland certified drinking water testing laboratory. Sample results must have been completed within twelve months of application date. See hand out for information on Certified Water Testing Labs.
- _____ Planning and Zoning application fee payable to: Talbot County, Maryland, in the amount of \$250 for new applications, or \$100 for renewal applications.
- _____ *Health Department application fee payable to: Talbot County Environmental Department, in the amount of \$100 for new applications or \$75 for renewal applications. No Health Department fee is assessed to applicants with STR's on public sewer.
- _____ Proof of currency with Talbot Accommodations Tax.

*Planning and Zoning will forward all necessary documentation and fees to the Health Department, a separate submittal is not necessary. If the proposed STR is served by an on-site sewage disposal system an annual determination is made by TCHD regarding the adequacy of the system.



Talbot County Department of Planning and Zoning
 215 Bay Street, Suite 2
 Easton, Maryland 21601
 410-770-8030

Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. The notices are to be mailed to the same address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

**Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

 Applicant's Signature

 Date



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

State Certified Water Testing Labs

Water Testing Lab
1000 Butterworth Court
Stevensville, MD 21666

Office: 410-643-7711
410-820-8485
Toll Free: 800-200-5323

Chesapeake Environmental Lab, Inc.
302 Love Point Road
P.O. Box 946
Stevensville, MD 21666

Office: 410-643-0800
Toll Free: 800-300-8378

Environmental Testing Lab
108 Old Solomon's Island Road
Annapolis, MD 21401

Office: 410-224-4304
Toll Free: 800-222-4833

Short Term Rental Notification Letter

Date: _____

Dear Neighbor:

This letter is to inform you that I, as the owner of the below noted property, will be renting the primary dwelling and premises on a short-term basis to visitors and vacationers.

Short Term Rental: Street Address: _____
City, State, Zip: _____
Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____
Tax Account ID number: _____

Property Owner/Applicant:

Name: _____
Mailing Address: _____
Physical Address: _____
Home Phone: _____ Fax No.: _____
Cell No.: _____ E-mail: _____
Internet Address: _____ Other: _____

Resident Agent:

Name: _____
Mailing Address: _____
Physical Address: _____
Home Phone: _____ Fax No.: _____
Cell No.: _____ E-mail: _____
Internet Address: _____ Other: _____

Should any problems arise with this rental property, please contact myself or my resident agent as indicated with the check box above as the primary contact. My resident agent or I will monitor the use of the STR property; we further certify that the primary contact has a principal residence in Talbot County or home or office is within 30 miles of the STR property.

By mailing this letter to you, I am notifying you of the pending application and if you have any concerns with the issuance of this new or renewal license at the above referenced property you have **15 days** from the date of this letter to contact the Department of Planning and Zoning:

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2, Easton, MD 21601
Phone: 410-770-8034
Email contact: edeflaux@talbotcountymd.gov

Sincerely,

STR Property Owner



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Affidavit of Compliance Instructions

Sample Affidavit Attesting to compliance with international building code and the installation of fire extinguishers in the kitchen and any other areas where flammable liquids are stored

In accordance with the *Talbot County Code*, Chapter 190, use of a primary dwelling unit for the purpose of transient rental requires an affidavit from the property owners attesting to compliance with the International Residential Building Code, 2003 Edition, Sections R310 (Emergency Escapes and Rescue Openings), R311(Exits), R313 (Smoke Alarms) and shall be equipped with fire extinguishers in the kitchen and any other area in which flammable or combustible materials are kept or stored.

Example of the wording that may be used for the affidavit:

I hereby affirm and attest that the property located at *5555 Short Term Rental Drive, Easton*, is in full International Residential Building Code compliance for smoke detectors and fire exits. I also attest and affirm that fire extinguishers are installed in the kitchen area. (*Include any other areas in which flammable or combustible materials are stored, which should be specified in the affidavit*)

The affidavit should be dated and signed by all the property owners.



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Language that must be Included in the Written Lease for Short Term Rentals

In accordance with the Talbot County Code, Section Chapter 190, use of a primary dwelling unit for the purpose of transient rental must comply with the following rules and regulations:

1. Use of this unit for rental is subject to annual licensure by the Talbot County Office of Planning and Zoning.
2. This rental is required to comply with the following codes, regulations and requirements administered by the Talbot County Health Department and the State of Maryland Department of Health and Mental Hygiene;
 - a. COMAR 26.04.02 – On-site sewage disposal systems
 - b. COMAR 26.04.04 – Water Supply
3. This unit shall comply with the Council of American Building Officials, One and Two Family Dwelling Code, 1995 Ed., as amended, Sections 310 (Exits), 316 (Smoke Detectors) and shall be equipped with fire extinguishers in the kitchen and any other area in which flammable or combustible materials are kept or stored.
4. Maximum occupancy of this rental unit is _____ (*the lesser of twelve persons or two persons per bedroom excluding infants under eighteen months*).
5. Subleasing of this unit is prohibited.
6. This unit, the property or any associated appurtenances shall not be used for any wedding, reception, banquet, corporate retreat, fundraiser or similar activity.
7. All pets (if allowed) shall be leashed or confined at all times.
8. Parking shall be off-street only.
9. Noise levels shall comply with the requirements of the Talbot County Zoning Ordinance, Section 19.10(aa).