

# Short Term Rental Application\*

## City of Rockland Code Enforcement Office

270 Pleasant Street  
 Rockland, Maine 04841  
 Tel. (207) 594-0308 Fax. (207) 594-9481  
 rocklandcode@rocklandmaine.gov  
[www.ci.rockland.me.us](http://www.ci.rockland.me.us)

### SECTION A.

Owner's Name	Owner's Phone		
Owner's email address	Owner's Cell Phone		
Owner's Physical Address (while renting)	City	State	Zip
Owner's Mailing Address (if different)	City	State	Zip

### SECTION B. Short Term Rental (STR) applies to any residential dwelling or dwelling unit that is rented for periods less than one month.

Short Term Rental (STR) Address	Tax Map #	Zone	# of units	# of onsite parking spaces	
Type of STR				Type	# of Bedrooms Rented
Single-family dwelling, owner's primary residence				STR-1	
Two-family dwelling or approved accessory apartment, one unit owner's primary residence				STR-1	
Two-family dwelling, not owner-occupied				STR-2	
Single-family dwelling whole-house rental				STR-2	
Multi-family dwelling (3 or more units)				STR-3	

### SECTION C.

**Insurance:** Applicant must provide, to the Code Office, satisfactory evidence of current insurance providing coverage for the use of the premises as a short term rental and for bodily injury and property damage sustained or caused by the owner, guests, and others admitted to the premises. Evidence of such insurance must be available for inspection at all times while a unit or structure is used as a STR, and **Applicant shall cause the City to be named as a certificate holder** for each such policy.

Insurance Company	Insurance Company Telephone
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### SECTION D. (Fill out this section if the use is an STR-2 or STR-3)

- I am a resident of Rockland and will be available at all times while guests are renting this property; or
- I am not a resident of Rockland and I have contracted with a property management company with its principal place of business in Rockland, Thomaston, Owls Head, Rockport, Warren, Camden, Hope, Cushing or St. George, and who will be available at all times while guests are renting this property.

***Provide property manager information below.***

Property Manager's Name (if not owner)	Property Manager's Phone		
Property Manager's Address	City	State	Zip
Property Manager's email address	Property Manager's Cell Phone		

\*Short Term Rental Permits are required when renting a dwelling or dwelling unit for less than a month

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**SECTION E.**

A checkmark acknowledges that the applicant has read and understands the following STR requirements:

- The occupancy classification of a single-family structure, or a unit in a two-family or multi-family structure, used as a STR shall be in compliance with that of a “one-family dwelling” as described in Chapter 24 § 24.1.1.1 of NFPA 101 Life Safety Code/2012 (see attachment A\*\*.);
- Short-term rentals shall be to a single individual or family;
- The maximum occupancy (for STR-2) shall be limited to two people per existing bedroom plus no more than two additional children under the age of twelve;
- No detached accessory building, recreational vehicle, trailer, tent, or other mobile residential equipment other than a mobile home may be permitted or rented as a short-term rental;
- The use of a dwelling unit as a STR does not violate any applicable condition of municipal approval, covenant, or other lawful restriction on the use of the parcel;
- Notwithstanding anything to the contrary in Section 19-315, signage identifying, advertising, providing wayfinding, or otherwise relating to the use of a dwelling as a STR is not permitted, either on- or off-site;
- The Permittee must maintain accurate, up-to-date records of all rental transactions in the STR, including the number of guests and the duration of their stays. Such records must be available for review by the Code Enforcement Officer upon request;
- The Permittee must post in plain sight to visitors near the entrance a Notice that identifies the name, address, phone number(s), e-mail address, and emergency contact of the operator of the STR.
- When the STR is not subject to an inspection by the City’s Code Enforcement Officer and Fire Chief, a disclaimer (which will be provided by the Code Office) must be posted in plain sight;
- The Permittee must assure that each advertisement of the STR includes Permittee’s City of Rockland Short-Term Rental Permit number;
- Renters of short-term rentals may not sublease any portion of the short-term rental to another person, family, or entity;
- No food prepared at the STR may be served by or on behalf of the Permittee to guests without current state certification for such food service, when required.
- The Permittee shall maintain permit eligibility in conformance with Sec. 11-210(2)(D) continuously during the permit period. See ATTACHMENT A.

Owner’s Signature	Date
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**For Office Use Only**

This application <input type="checkbox"/> <b>does</b> <input type="checkbox"/> <b>does not</b> require Planning Board Review		
Planning Board Application # _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied PB Review Date _____		
Code Office <input type="checkbox"/> Approved <input type="checkbox"/> Denied (see letter)	Code Enforcement Officer	Approval Date
Short Term Rental Permit # _____		
Planning Board Fee \$ _____ Date _____ Receipt # _____ Paid By _____ Account # 3250		
STR Permit Fee \$ _____ Date _____ Receipt # _____ Paid By _____ Account # 3256		

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### ATTACHMENT A.

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Sec. 11-210(2)

D. Eligibility. The City Clerk may accept applications for Short-Term Rentals from only those persons who are eligible to apply, as follows:

- (1) Short-Term Rental Permits may not be granted to a renter, lessee, or other party who is not the owner of the proposed short-term rental or the owner's property manager, and no renter or lessee of a dwelling unit may sub-let the rented or leased premises as a short-term rental;
- (2) Where the proposed short-term rental is a single-family structure, the applicant must demonstrate in the application either that (a) the structure is the applicant's primary residence, (b) the applicant's primary residence is at another residence within the City of Rockland, or (c) the applicant has contracted with a property manager with its principal place of business in Rockland, Thomaston, Owls Head, Rockport, Warren, Camden, Hope, Cushing or St. George, which contract requires such property manager to provide around-the-clock on-site response capacity to address complaints arising from the short-term rental of the structure;
- (3) Where the proposed short-term rental is an approved accessory apartment, the applicant must demonstrate in the application that the applicant owns and maintains his/her primary residence at the primary structure on the same lot to which the short-term rental is accessory;
- (4) Where the proposed short-term rental is a unit in a duplex or two-unit condominium, the applicant must demonstrate that the applicant owns and maintains his/her primary residence in the other unit in the duplex or two-unit condominium, or if such unit is not the primary residence of the applicant, that the applicant either (a) maintains his/her primary residence elsewhere in Rockland or has contracted with a property manager with its principal place of business in Rockland, Thomaston, Owls Head, Rockport, or Warren which contract requires such property manager to provide around-the-clock on-site response capacity to address complaints arising from the short-term rental in the structure.

\*\*Chapter 24 § 24.1.1.1 of NFPA 101 Life Safety Code/2012 : The requirements of this chapter shall apply to one and two-family dwellings, which shall include those buildings containing not more than two dwelling units in which each dwelling unit is occupied by members of a single family with not more than three outsiders, if any, accommodated in rented rooms.