

File Number: _____



Talbot County Office of Planning and Permits
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:

Zoning Inspector: _____ Date: _____

Planning Office: _____ Date: _____

Admin. Services: _____ Date: _____

Health Department: _____ Date: _____

Comments/Conditions: _____



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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.**

- _____ A copy of the deed to the property seeking licensure
- _____ A copy of the written lease agreement
- _____ Proof of insurance, minimum \$500,000 for personal liability
- _____ A copy of your notification letter for 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
- _____ Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.
- _____ A floor plan of the structure is required. The floor plan must be to scale and the rooms labeled with dimensions.
- _____ The applicant shall supply a copy of the application to the Talbot County Environmental Health Department along with the appropriate application fee and documentation.



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Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the 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 Health Department
Office of Environmental Health
215 Bay Street, Suite 4
Easton, Maryland 21601
410-770-6880**

Talbot County Health Department Requirements for Short-Term Rental Licensure

The following information must be provided by the applicant and submitted to the Talbot County Health Department's Office of Environmental Health.

- A copy of the Talbot County license for Short Term Rental.
- The required application fee (\$100 new or \$75 renewal). Note: No fee is assessed to applicants with STR's on public sewer.
- A copy of the 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 and may be faxed to Office of Environmental Health at 410-770-6888, or mailed to: Talbot County Health Department, Office of Environmental Health, 215 Bay Street, Suite 4, Easton, MD 21601.

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.

If the proposed STR is a new facility and is served by public sewer, a letter of authorization must be obtained from the County Engineer indicating adequacy of sewer to serve the proposed use. (Note: Once the initial letter is received from the County Engineer, no additional follow-up correspondence from the County Engineer is required for license renewal).

If a copy of the STR application is submitted to this office without the required above referenced information, a letter from this office will be forwarded to the applicant indicating the need for submission of this data. If the data is not received within 30 days, this office will forward an email to Planning and Permits Office indicating the status of the application. Enforcement action will be made through the Planning and Permits Office regarding operation of the STR without securing the required licensure.



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State Certified Labs

Water Testing Lab 410-820-8485
7957 Industrial Park Road
P. O. Box 1904
Easton, MD 21601

Chesapeake Environmental Lab, Inc. 410-643-0800
302 Love Point Road 800-300-8378
P.O. Box 946
Stevensville, MD 21666

Environmental Testing Lab 410-224-4304
108 Old Solomon's Island Road 800-222-4833
Annapolis, MD 21401

Quest Diagnostics 410-247-9100
1901 Sulphur Spring Road 800-522-9235
Baltimore, MD 21227



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Sample Notification Letter

June 1, 2012

John Doe
123 Water Way
Easton, MD 21601

Dear Mr. Doe:

This letter is to inform you that I will be renting the house and premises I own at 345 Water Way on a short-term basis to visitors and vacationers. Should problems arise with any of these rentals, please contact my resident agent, Mr. Joe White at ABC Realty, 223 Main Street, Easton, MD 21601. The phone number is 410-555-1212. Mr. White can be contacted in the following ways:

Fax No.	410-555-3232
Home No.	410-555-5454
Cellular No.	410-555-5656
Home Address	45 Green Street, St. Michaels, MD 21663
E-mail	white@goeaston.net
Internet Address	www.ABC.com/white

If for any reason you cannot reach Mr. White or if he is unable to correct the problem please call me at 220-555-9898 (home), 220-555-7875 (work), or 220-555-4141 (cell). My address is 7878 President Avenue, Washington, DC 09542. I may also be reached by e-mail at dshort@yahoo.com.

Sincerely,

David Short



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Affidavit 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 commercial transient rental requires an affidavit from the property owners attesting to compliance with the Council of American Building Officials, One and Two Family Dwelling Code, 1995 Ed., as amended, Sections R310 (Exits), R311 (Smoke Detectors), R317 (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 CABO 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.