

July 27, 2021

Application

***Town of Plymouth Vermont
Short-Term Rental Unit Registration***

Owners Name: _____

Owners Address: _____

Owners Phone: _____

Owners Email: _____

Short Term Rental Unit Information

Physical Address of Short-Term Rental Unit: _____

Tax Map#: _____ Lot#: _____

Maximum Number of Bedrooms in Short-Term Rental Unit: _____

Name of Local Property Manager (LPM) or Local Contact: _____

Physical Address of LPM: _____

Emergency Phone Numbers and Email of LPM: _____

Permits for Short-Term Rental Unit Application require a non-refundable fee of:

\$200.00 for a one-bedroom unit

\$100.00 for each additional bedroom

\$40.00 Recording Fee.

Checks shall be made payable to the Town of Plymouth

Date Application Submitted: _____ Check #: _____

The following information shall be provided with the Application Form by owner(s) of Short-Term Rental dwelling unit (here- in – after STR) as part of the application and registration process (proof of ownership may be required if the person submitting the Short-Term Rental Unit Application is not the record title holder as indicated by the documentation maintained by the Town of Plymouth):

1. Physical address of the specific STR advertised, offered for use, or used for STR.
2. Contact information for property owner, including: name, mailing address and/or physical address, telephone number and email address.
3. Contact information for any person present or residing on the property and authorized to act on the owner’s behalf, including: name, mailing address and/or physical address, telephone number and email address.
4. If there is a written property management agreement or contract dealing with the STR, please state the name of the property manager and the termination date of the agreement.
5. If the STR does not apply to a single building, please indicate. For each STR in a building, please identify the unit(s) and the 911 addresses assigned to the units (if separate from the building).
6. Please provide a sketch plan depicting the entire property where the STR is located. Please show all proposed on-site parking spaces, including guest parking for the STR and parking for the owners if they can still reside in the building when the STR is occupied.
7. Please provide proof of homeowners’ liability and casualty insurance that must contain a STR endorsement.
8. Please provide proof of a Vermont tax account for room and meals and/or sales tax.
9. Please provide proof of a Certificate of Occupancy, for both new and existing buildings, for the STR.
10. Please provide a copy of any STR rules that you have required in connection with the STR.

Important contact phone numbers:

- State Fire Marshall: Jay Moody Phone: 802-885-8965 Cell #: 802-775-1748
Email: jay.moody@vermont.gov
- STR Administrator: TBD
- STR Administrative Assistant: Elaine Pauley, Town Office: 802-672-3655
Email: asstclerk@plymouthvt.org

I acknowledge I have reviewed and agree to abide by the Town of Plymouth Short-Term Rental Unit Ordinance.

Signed: _____ Date: _____

Signed: _____ Date: _____

Short-Term Rental Ordinance

SHORT TERM RENTAL DEFINITIONS AND AGREEMENTS:

Dwelling Unit Capacity: When used as a Short-Term Rental, the Dwelling Unit Capacity shall be per bedroom. For example, a three - bedroom Dwelling Unit shall have a Dwelling Unit Capacity of six persons (3 bedrooms x 2) when used as a Short-Term Rental.

A Dwelling Unit subject to a Vermont Land Use (Act 250) Permit shall be limited to the Dwelling Unit Capacity stated on that permit and shall not be increased by an additional two units when used as a Short-Term Rental.

Short-Term Rental: A furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days.

NOTE: The Short-Term Rental of a Dwelling Unit in or of a Building qualifies the Building as a “public building”, subject to the jurisdiction of the State of Vermont Division of Fire Safety pursuant to Title 20 V.S.A.§2730(a)(1)(D).

SHORT-TERM RENTAL OF DWELLING UNIT

1. The Short-Term Rental of a Dwelling Unit requires a Short-Term Rental Registration from the Short-Term Rental Administrator. A person shall not commence the use of a Dwelling Unit as a Short-Term Rental unless and until the Short-Term Rental Administrator issues the requisite Short-Term Rental Registration.
2. An application for Short-Term Rental Registration shall be in compliance with the regulations as set by the Town of Plymouth for a Short-Term Rental with an occupancy of 8 or less guests. For Dwelling Units with a Dwelling Unit Capacity of greater than 8 occupants, the following applies:
 - A. The State of Vermont Wastewater and Water Supply Permit for the property for Dwelling Units constructed or occupied after June 30, 2007 and a local zoning or septic permit, if any, for Dwelling Units constructed before July 1, 2007, or the Listers Property Card with the number of bedrooms indicated, if a local zoning or septic permit does not exist for Dwelling Units constructed before July 1, 2007.
 - B. A state of Vermont Land Use (Act 250) Permit if subject to Act 250 jurisdiction.
 - C. An inspection report with occupancy approved from the Public Building Permit from the State of Vermont Division of Fire Safety.
 - D. The Posting of Contact Information required by Title 18 V.S.A. §4467.
 - E. Proof that the liability insurance policy that covers the Dwelling Unit extends bodily injury and property damage insurance coverage that occurs during or as a result of the use of the Dwelling Unit as a Short-Term Rental.
3. No registration of the Short-Term Rental of a Dwelling Unit shall be issued or obtained and submitted to the Short-Term Rental Administrator for Dwelling Units with a capacity of greater than 8 occupants until the documents and permits set forth in subsection 2 above are addressed.
4. The duration of a Short-Term Rental Registration shall be one year from the date of issuance.

5. The number of lessees, guests, or other persons using a Dwelling Unit pursuant to the Short-Term Rental lease or other agreement with the Short-Term Rental Registration holder shall not exceed the Short-Term Dwelling Unit Capacity of the Dwelling Unit.
6. The Use of a Dwelling Unit by a number of lessees, guests, or other persons in excess of the Short-Term Rental Dwelling Unit capacity shall constitute a violation by the Registration holder and/or the person with whom the Registration holder contracted for the Short-Term Rental of the Dwelling Unit.
7. The number of vehicles shall not exceed the number of bedrooms.
8. Trash shall be sorted according to state regulations. Homeowners are responsible for providing containers for sorting and for the appropriate removal of all trash. Trash is to be stored in a secure space that is screened from public view. If found to be out of compliance of the aforementioned expectations, an immediate fine of \$250.00 per occurrence will be assessed.
9. In the event of repeated false alarms, the homeowner will be assessed a fine, to be determined by the Fire Department.
10. A Knox Box (emergency key) is required for all Short-Term Rental properties in order to receive a Registration Application. The Knox Box must be registered with the Fire Department.
11. If you have outside lighting, it shall not interfere with neighboring properties.
12. In preserving the peaceful quiet of the community, guests are required to maintain public decency in volume and behavior from 11 P.M. – 7 A.M.
13. Any person who commences or continues to operate a Short-Term Rental property without the required permit shall be deemed guilty of an infraction and may be fined up to \$100.00 per day.

I acknowledge I have reviewed and agree to abide by the Town of Plymouth Short-Term Rental Ordinance.

Signed: _____ Date: _____