

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

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Owners Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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: \_\_\_\_\_

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

Checks shall be made payable to the Town of Plymouth

Date Application Submitted: \_\_\_\_\_ Check #: \_\_\_\_\_

**CHECK LIST:**

- ☐ Appointment with state Fire Marshal for Certificate of Occupancy.
- ☐ Order and Install Knox Box ([www.knoxbox.com](http://www.knoxbox.com) – model no. 1658 Knox Residential Box)
- ☐ Contact Fire Department to open Knox Box to place your key inside.
- ☐ Confirm that your number of bedrooms advertised match the number of bedrooms on your property Listers Card.
- ☐ Sign and return completed application with Certificate of Insurance and payment.
- ☐ Short-Term Rental Administrator, Frank Vetere will contact you for a final inspection.

The following information shall be provided with the Application Form by owner(s) of Short-Term Rental dwelling unit(s), here-in-after referred to as 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:

**Copy of Certificate of Occupancy, issued by the State of Vermont Fire Marshal, must be included with application. Do not submit STR application without Certificate of Occupancy.**

1. Physical address of the specific STR advertised, offered for use, or used for STR.
2. Contact information of 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/or 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 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 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:

- The Division of Fire Safety – Springfield Regional Office Phone: 802-216-0500
- Web-Site: [www.firesafety.vermont.gov](http://www.firesafety.vermont.gov)
- STR Coordinator: Margot Martell 802-672-3655, Ext. 5 [mmartell@plymouthvt.org](mailto:mmartell@plymouthvt.org)  
Available Mondays & Tuesdays 8-4, Wednesdays 8-12
- STR Administrator: Frank Vetere 802-855-1682 [fsvetere@gmail.com](mailto:fsvetere@gmail.com)

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 11/10/2023



## SHORT TERM RENTAL ORDINANCE

### Definitions and Agreements:

**Dwelling Unit Capacity:** When used as a Short-Term Rental, the Dwelling Unit Capacity shall be per number of approved bedrooms. 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. Number of bedrooms of STR cannot exceed number of bedrooms stated on Listers Card.

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 maximum occupancy is determined by the lesser of the following:

- A. The number of bedrooms as indicated by the Waste Water Permit.  
B. The number of bedrooms as indicated by the State Fire Marshall's Certificate of Occupancy.
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. A Knox Box (emergency key) is required for all Short-Term Rental properties in order to receive a Registration Application Approval. The Knox Box must be registered with the Fire Department. To order the recommended Knox Residential Box, see the attached form. Also visit [knoxbox.com](http://knoxbox.com) or call 800-552-5669.
10. If you have outside lighting, it shall not interfere with neighboring properties.
11. 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.
12. 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: \_\_\_\_\_

This STR application is approved for \_\_\_\_\_ bedrooms.

STR Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adopted July 6, 2021

Jay Kullman, Select Board Chairman:

Rick Kaminski:

Kelth Cappellini:

PLYMOUTH TOWN CLERK'S OFFICE

DATE 9/29/22 TIME 9:00

Received for record a Street Team Rental Ordinance

Of which the foregoing is a true copy

RECORDED IN BOOK 34 PAGE 719-721

ATTEST Beth Graves Lombard  
CLERK