



**DEPARTMENT OF
PLANNING & ZONING**

110 Vincit St., Suite 104 | Centreville, MD 21617

Permits: (410) 758-4088

Online Portal: qac.org/pzportal

Short-Term Residential Rental Worksheet

A. Property Information

Property Address: _____ Tax Acct #: _____
Tax Map #: _____ Parcel: _____ Block: _____ Section: _____ Lot: _____
Property Owner's Name: _____ Type of Dwelling Unit: _____
Owner's Addressⁱ: _____
Phone #ⁱⁱ: _____ Email: _____

B. Property Manager Information

Property Manager's Name: _____ Company Name: _____
Property Manager's Addressⁱ: _____
Phone #ⁱⁱ: _____ Email: _____

C. Overnight Occupants and Guest Capacityⁱⁱⁱ

Public Sewer/Water? Yes No | Private Septic? Yes No

If you checked Yes to Public Sewer/Water, complete this section

Number of Bedrooms: _____ Sewer/Water Capacity (if known): _____

1. Max. Overnight Occupants (18+):
» 2 per bedroom OR 10 total, whichever is less
= _____
2. Max. Total Guests (including overnight occupants):
» 20 total OR the sewer/water system's capacity, whichever is less
= _____

If you checked Yes to Private Septic, complete this section

Number of Bedrooms: _____ Septic System Capacity (if known): _____

1. Max. Total Overnight Occupants and Guests (18+):
» 2 per bedroom OR the septic capacity, whichever is more
= _____

Notes:

- "Overnight occupants" means anyone 18 years or older staying overnight
- "Total Guest" includes anyone 18 years or older on-site at one time (not just overnight). All guests who are not overnight occupants must vacate the property no later than 11:00 p.m. each day during the short term rental period.
- For public sewer/water, contact the Sanitary District at (410) 643-3535; for private septic, contact Environmental Health at (410) 758-2281.

D. Additional Information

Is this the initial issuance of a Short-Term Residential Rental Zoning Certificate? Yes No
If no, what was the Zoning Certificate number of the: Initial Issuance: Z _____ Most Recent Issuance: Z _____
Is an affidavit for self-certification being submitted? (only applicable every 5 years following the initial approval) Yes No
Has the Short-Term Rental been subject to [§18:1-58.J\(3\)](#), Enforcement? Yes No
Will the Short-Term Rental be used for Special Events^{iv}? Yes No
If yes, provide the Board of Appeals Approval #: BOA- _____

E. Submit the Following Documents

1. Zoning Certificate Application
2. Site plan locating the following:
 - a. Short-term residential rental
 - b. Parking (on-site)
3. Floor plan, including all items listed below in 4(c). Please identify emergency exits.
4. Inspection
 - a. A County inspection is required prior the issuance of a zoning certificate at the time of the initial application and every five (5) years thereafter.
 - b. After the initial issuance, inspections may be self-certified and confirmed through an affidavit. See the list of required inspection items below.
 - c. The following items must be inspected:
 - Operating smoke detectors must be installed in each bedroom and at least one on every floor of the dwelling unit
 - Charged fire extinguisher that is easily identifiable
 - Emergency Exit Plan
 - Evacuation Route (flooding)
 - d. Environmental Health: It is recommended to contact the Environmental Health Department before applying for a zoning certificate. A review may be required depending on recent documentation of the following tests. Once you apply, please wait for further guidance from Environmental Health.
 - Bacteriological Test,
 - Nitrates, and
 - Arsenic (if well prior to January 1, 2010)
5. Appropriate Fees
 - a. Zoning Certificate: \$130.00
 - b. Fire Inspection Fee: \$100.00

F. Reminders

1. A zoning certificate for a short-term residential rental is only issued for one year.
2. Queen Anne’s County reserves the right to conduct an inspection during zoning certificate review process.
3. The County maintains a 24/7 complaint hotline, and the property owner or manager is required to be available at all times during the short-term rental occupancy. Failure to address complaints may result in the zoning certificate being suspended, revoked, or not renewed.
 - a. Complaint Hotline: (667) 206-6958
 - b. Web Link: [Queen Anne’s County Complaint Hotline](#)
4. Following the approval of a Short-Term Rental zoning certificate, the applicant must link the issued certificate number to the Queen Anne’s County Tax Portal (<https://queenannesmd-self.govplatform.com>) in order to remit the applicable taxes.

G. County Office Contact Information

Department of Environmental Health
(410) 758- 2281

Department of Public Works – Sanitary District
Richard Coppage
(410) 643-3535

Queen Anne’s County Finance Office
treasury@qac.org
(410) 758-0414

For Office Use Only

- Has the property been registered with the Queen Anne’s County Finance Office? Yes No
- Have all appropriate taxes been paid to the Queen Anne’s County Finance Office? Yes No

ⁱ The property owner or property manager must be located within Queen Anne’s County or an adjacent county on the Eastern Shore of Maryland and available at all times during the short-term rental occupancy.

ⁱⁱ This contact number must be available at all times during the short-term rental occupancy. If a complaint is filed, this number will be used to address and resolve the issue.

ⁱⁱⁱ Please contact the appropriate agency if you need further details/assistance regarding sewer or onsite septic system capacity. See [§18:1-58.J\(2\)\(B\)](#) for further details

^{iv} A Special Event is specific to a Board of Appeals approval for a conditional use, defined as personal or business social engagement or activities conducted at a bed-and-breakfast, single-family residence, or on a farm where guests assemble for parties, wedding events, reunions, birthday celebrations, or similar uses for compensation, during which food and beverages may be served to guests and music and other entertainment is provided to guests. This definition shall not include places of worship.