



## SHORT-TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

A Short-Term Rental Conditional Use Permit application, life-safety inspection report, and days-rented affidavit must be completed by the property owner of record for each dwelling unit to be rented. Incomplete applications will not be accepted.

|   |                           |  |      |
|---|---------------------------|--|------|
|   |                           | Date of Application:                     |      |
|   |                           | Map:                                     | Lot: |
| Full Name of the Town of Freedom Property Owner:  |                           | Property Owner Telephone Number:         |      |
| Property Owner Mailing Address:   |                           |  |      |
| Address applying for STR Conditional Use Permit:  |                           | NH Meals and Rooms License Number:       |      |
| Number of Marketed Bedrooms:  | Maximum Number Occupants: | Number of Offstreet Parking Spaces:      |      |
| Permit Year Applying For:   |                           | Current Permit Number (if renewal)       |      |
| Name, Address, and Telephone Number of person within the state authorized to accept service of process for any legal proceeding brought against the owner of the property, if different then above. |                           |  |      |
| Designated Representative to respond and be onsite within one (1) hour:   |                           | Representative's 24-hour Contact Number: |      |

### PROPERTY OWNER RESPONSIBILITIES

To complete the short-rental conditional use permit application fully including its addendums, with no false or misleading statements; to meet all of the standards listed on the second page of this application; to acknowledge that permits are valid for one year running from January 1 to December 31 and that they are not transferrable. The Property Owner acknowledges that this application will be approved or denied based upon his/her full compliance with this application process.

I understand that a short-term rental is a conditional use to a primary residential dwelling unit for a period of less than 90-days and must comply with all zoning regulations, permit regulations and the town's short-term rental ordinance requirements.

\_\_\_\_\_ (Initial)



## SHORT-TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

### SPECIFIC REVIEW CRITERIA

*Initial each standard indicating your agreement to comply:*

| Standard   | Initials |
|--|----------|
| A short-term rental (STR) may not be established, advertised, or rented until a STR Conditional Use Permit (STRCUP) to operate has been issued by the Board of Selectman or their agent.   |          |
| Annual maximum STR use is limited to 90-days per calendar year.  |          |
| That the maximum number of people that the dwelling unit can be advertised for shall be two (2) people for each bedroom listed on the NH DES septic approval (to be provided) plus two (2) additional people.  |          |
| No owner shall cause or shall allow renters to exceed the occupancy limits of the STR as approved in the permitting process. If the renters do not comply, it remains the responsibility of the owner.   |          |
| All STR guest parking shall be off-street on the lot of the STR owner. All guest(s) of the STR shall park on the property. No renter or guest shall park on the street at any time.  |          |
| Owner and guests shall store all trash safely onsite and shall remove trash as described in the trash disposal plan submitted with this application.   |          |
| Owner and guests shall comply with RSA 644:2, NH's disorderly conduct law.   |          |
| No use of fireworks shall be allowed except as permitted by Freedom's fireworks ordinance.   |          |
| Owner or his/her delegated representative shall be accessible by telephone during all periods of STR occupancy and able to physically present at the STR within one hour being contact, at any time.   |          |
| Owner or designated representative shall serve as the point of contact for Guests and receive and timely resolve complaints from neighbors regarding disruptive STR use.   |          |
| Owner shall post on site their permit to operate an STR, the maximum occupancy, quiet hours, and an evacuation diagram showing fire escapes, and all means of egress from the STR.   |          |
| Owner/permit holder shall sign an affidavit stating the days and dates rented and submit with their renewal application a report of NH Meals and Rooms tax paid for the prior 12 months.   |          |
| Owner understands that outdoor fires in STRs are allowed only in fire pits approved by the Freedom Fire Department and with a permit issued pursuant to RSA 227-L:17.  |          |
| Owner understands that signage is restricted to one non-illuminated sign not exceeding two square feet and non-advertising auxiliary signs such as, "No Parking Here," and, "Entrance to the Right". . If ground mounted the sign shall be set back at least ten feet from all lot lines and be no taller than three feet. If mounted on the house, no part of the sign may be higher than the top of the first-floor windows. |          |
| Owner acknowledges that the STRCU Permit does not authorize incidental camping - overnight camping, sleeping in tents or other temporary shelter in the yard or on decks attached to the STR or sleeping in travel trailers or recreational vehicles parked on the STR property.   |          |
| Guests are prohibited from subletting the STR unit. Only owners with a valid STRCU Permit may advertise and rent a primary residence as a STR.   |          |
| Owner understands that use of the STR unit to hold special events is prohibited.   |          |
| Owner completed and certifies compliance with the life-safety requirements (attach Life Safety Inspection Report)  |          |



## SHORT-TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

**Initial that you are submitting all applicable documents listed below with this application.**

| Application Checklist  | Initials |
|--|----------|
| Permit application fee payment of \$100.00 for the partial year 2022 permit  |          |
| List of abutters and check for first class postage (before July 1: \$0.58 times the number of abutters; after July 1: \$0.60 x # of abutters)  |          |
| Completed life-safety self-inspection with the following supporting documents:   |          |
| - Sketch with all rooms labeled and marketed bed/sleep configurations and evacuations identified (See instructions page 4 of this application) |          |
| - Photographs of current condition of dwelling unit being rented (See Life-Safety Inspection Report)   |          |
| Parking Plan and Map (See instructions page 5 of this application)   |          |
| Trash Disposal Plan (See instructions page 5 of this application)  |          |
| NH DES septic approved plan for dwelling or certification of septic operational condition if subsurface is not currently on file with NH DES   |          |
| Short-term Rental Days for Grandfather Status, if applying for grandfather status  |          |

### GROUND FOR DENIAL, IMPOSITION OF PENALTIES, SUSPENSION OR REVOCATION OF PERMIT

The Freedom Select Board may deny, impose penalties, suspend or revoke any STR conditional use permit if it is deemed that the owner/applicant provided incomplete, false or misleading statements on the application, affidavit, or life-safety inspection report; violated any of the standards set forth in the ordinance and initialed on page two (2); violated any state or federal laws, statutes, or town ordinances, rules or regulations pertaining to short-term rental; or the operation of the STR is a threat to the public health, safety or welfare of the town.

### PENALTIES

Failure to comply with all terms of the permit and the ordinance standard will lead to the following sanctions as provided for in RSA 676:27:

- First Offense: Fine of \$275.00
- Second and subsequent offenses: Fine of \$550.00 per day. Each day that a violation continues shall be a separate offense.
- Third offense or subsequent offense: The selectman are authorized to revoke the permit for the rest of the year or six (6) months, whichever is longer.

*I certify under penalty of perjury, that the information provided in this Short-term Rental Conditional Use Permit Application is true and that I have read and understood the Town of Freedom Zoning Ordinance as it applies to the use of my property as a STR and that it doesn't relieve me from having to comply with any Local Ordinances, State or Federal Laws.*

|                                 |              |
|---------------------------------|--------------|
| Signature of Property Owner:    | Date Signed: |
| Printed Name of Property Owner: |              |



## SHORT-TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

### Sketch Floor Plan

The purpose of the sketch floor plan is to show:

- Bedroom locations
- Exit routes from the home
- Locations of fire extinguishers, smoke detectors, and carbon monoxide alarms (if required).

You need to show plans for each level of your home.

#### To Create a Sketch Floor Plan:

1. If you have plans of your home, use them and add the required information.

*If you do not have plans, creating this plan will be more complicated.*

2. Use the sketch of your home from the town's website
  - Go to [townoffreedom.net](http://townoffreedom.net)
  - Click on "Online Assessment Data" link on the first page
  - On the next page, select "Freedom"
  - Search for your property by map and lot or by owner.
  - Click on "sketch" tab.
  - Print a copy of this sketch.
  - You can use this sketch to draw the interior walls, rooms, doorways and stairways. It may be too small to use as is. If so, please enlarge it.
3. Use the online sketch as a model to draw a larger sketch.

Whatever option you choose, please ensure that the person reviewing your application can see all information clearly.



## SHORT-TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

### Parking Plan and Map

The purpose of the Parking Plan and Map is to show:

- The layout—size and shape—of your lot
- Locations of the buildings on the lot—the main building and all accessory buildings (garages, sheds, barns, etc.)
- Locations of all required parking spaces. The Freedom zoning ordinance (Section 1006 Parking Space Dimensions) specifies that “Each parking space shall measure at least 12 feet wide by 18 feet long.” The zoning ordinance (Section 1508.10) require 1.5 spaces for the first bedroom and 0.5 for each additional bedroom with the total equaling the next highest full space.
- Locations of trash storage containers
- If you have a fire pit, the location of the fire pit, including the distances from the buildings and trees. (See Life Safety Inspection pages 5-6 for details on distances.)

### To Create a Parking Plan and Map

1. If you have a surveyed plan, please use this to indicate parking areas, trash receptacles, and firepit (if you have one).
2. Use the tax map from the town’s website to find your lot. You need to have your tax map and lot number.
  - Go to [townoffreedom.net](http://townoffreedom.net)
  - Click on “Resources” at the top right of the first page
  - Select “Tax Maps” from the drop down menu
  - Search for your property by map and lot.
  - Print this map.
  - In most cases, this map will be too small to use. Either find a way to enlarge it or use it to draw a larger map.

Aerial photographs are not likely to be very useful. They don’t show property lines and often show mostly trees.

The larger your lot, the easier it will be to draw this plan. If you have a small lot, you will need more detail and a higher degree of accuracy.

*Please ensure that the information required is shown clearly enough so the person reviewing your application can see all information clearly.*

### Trash Disposal Plan

Section 1506.7 of the zoning ordinance says, “Owner and guests shall store all trash safely on site and/or shall remove trash at the end of each rental.” It is not practicable that your renters will use the transfer station. They are not eligible to purchase a transfer station permit.

### Purpose of a Trash Disposal Plan

- Provide sufficient trash containers to hold all trash generated during rentals and up to the time that the trash will be taken to the transfer station in securely covered containers.
- Provide the town with information on how the trash will be removed from the STR and taken to the transfer station.
- Provide instructions to renters on the proper disposal of trash, including the problems that poor trash storage may cause (e.g., bears!)
- Provide sufficient trash bags for use by renters

The owner may arrange to deal with the trash in a variety of ways:

- Take it to the transfer station themselves
- Have a property manager take the trash
- Employ one of the services in Freedom that take trash to the transfer station





# LIFE-SAFETY SELF INSPECTION REPORT

*This report must be completed and submitted with your Short-Term Rental Conditional Use Permit Application. All supporting documentation shall be attached to the inspection report upon submittal. This includes egress diagrams and certifications of inspections of furnace, chimney, fireplace, extinguisher, and sprinklers, if applicable, and photographs in supporting evidence.*

Map Lot

Address: Owner Phone:

Owner Name:

Owner E-mail:

Manager Name (if applicable): Manager Phone:

Manager E-mail:

24/7 Phone Number (in case of emergency)

PHOTOGRAPHS MAY SHOW MULTIPLE ITEMS IF THEY ARE CLEARLY MARKED.

| ITEM                           | REQUIREMENT   | COMPLIANCE?                  |                             |
|--------------------------------|---|------------------------------|-----------------------------|
| Smoke Alarms                   | Smoke alarms shall be in good working order. They shall be installed in all sleeping rooms, outside of each sleeping area, in the immediate vicinity of the sleeping rooms, on each level of the dwelling units including basements. In existing 1-2 family dwellings, approved smoke alarms powered by batteries shall be permitted. PROVIDE PHOTOGRAPH OF EACH ALARM. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Carbon Monoxide Alarms         | For dwelling units containing fuel burning appliances or fuel-burning fireplaces, CO monitors shall be provided outside of each separate sleeping area in the immediate vicinity of sleeping rooms and on every occupiable level of a dwelling unit, including basements, and excluding attics and crawl spaces. PROVIDE PHOTOGRAPH OF EACH ALARM.                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Fire Extinguisher              | A functionable fire extinguisher is visibly installed in any kitchen area. PROVIDE PHOTOGRAPH OF THE FIRE EXTINGUISHER. (See Page 3)  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Exit doors                     | All exit doors must be recognizable and free of obstructions PROVIDE PHOTOGRAPH OF ALL EXIT DOORS   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Egress-Primary means of escape | Every sleeping room and living area shall have a primary means of escape that shall be a door, stairway, or ramp providing a means of unobstructed travel to the outside of the dwelling unit at street or the finished ground level. PROVIDE PHOTOGRAPHS OF ALL DOORS THAT ARE PRIMARY MEANS OF EGRESS   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

| ITEM                                   | REQUIREMENT   | COMPLIANCE?                  |                             |
|--|---|------------------------------|-----------------------------|
| Egress-Secondary means of escape       | Secondary means of escape shall be a door, stairway, passage, or hall providing a way of unobstructed ravel to the outside of the dwelling at street or the finished ground level that is independent of and remote from the primary means of escape. <b>OR</b> it shall be an outside window operable from the inside without the use of tools, key, or special effort and have a clear width of no less than 20”, clear height of no less than 24”, opening of no less than 5.7 square feet and shall be no more than 44” above the floor. Windows shall be operable, meet minimum size requirements and not have bars or other obstructions that prevent egress. <b>PROVIDE PHOTOGRAPHS OF ALL DOORS/WINDOWS THAT ARE SECONDARY MEANS OF EGRESS (See page 4)</b> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Evacuation Diagram                     | Fire Safety and Evacuation Diagram shall be posted on interior bedroom walls adjacent to door. Diagram shall detail primary and secondary egress, location of fire extinguishers, and other life safety instructions. <b>PROVIDE PHOTOCOPY OF THIS DIAGRAM</b>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Outside Fires                          | All outdoor campfires require a firepit approved by the Fire Chief and a “Permit to Kindle Fire Authorization for Non-Property Owner.” Every rental transaction is required to obtain a permit. (See pages 5-6)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Signage.                               | Street Address shall be posted near driveway entrance in numbers not less than 3” tall with a minimum width of 1/2” on a contrasting background and visible from the street fronting the property.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Emergency Contact                      | Signage posted that contains the emergency contact information for guests, maximum number of guests, and copy of STR Permit.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| STR Orientation Information for Guests | An informational brochure or binder that contains the following:<br><ul style="list-style-type: none"> <li>- Trash disposal plan</li> <li>- Town noise ordinance</li> <li>- Local hospital addresses and contact numbers</li> <li>- Public nuisance information</li> <li>- Town’s non-emergency police phone number</li> <li>- Maximum occupancy of the STR</li> <li>- Maximum number of vehicles that can be parked along with sketch that states, “No on-street parking is permitted.”</li> <li>- Property owner signed copies of “Permit to Kindle Fire Authorization for Non-Property Owner,” for each renter to apply for a permit.</li> <li>- Gas, water, and electrical shut-off and home heating appliance and safety manuals</li> </ul>                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

The applicant affirms, under penalty of perjury, that the information contained herein is true and correct to the best of his/her knowledge and belief and the photographs are a true and accurate depiction of current conditions of the rental unit and agrees to hold the Town of Freedom harmless for any damages resulting from applicant’s misrepresentation, intentional or otherwise.

*I certify that I am the property owner of the short-term rental address noted on this inspection report. I also understand that it is my responsibility to ensure that all Federal, State, and Town codes, policies and laws are adhered to while conducting such business at this address.*

|                              |              |
|------------------------------|--------------|
| Signature of Property Owner: | Date Signed: |
|------------------------------|--------------|

Printed Name of Property Owner:

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# FIRE EXTINGUISHERS

Minimum classification required is 2-A:10-B:C.

Shall be annually inspected and certified by a NH licensed company. Shall be installed in accordance with NFPA 10.



**FIRE EXTINGUISHER  
RECHARGE & INSPECTION  
RECORD**

**INSTRUCTIONS**  
Attach this tag to fire extinguisher. Recharging and inspection records are to be entered by inspectors.

**CO2**  
Weigh and Inspect Monthly  
**Dry Chemical (Cartridge Type)**  
Weigh Cartridge Monthly  
Check Chemical Every 6 Months  
**Dry Chemical (Stored Pressure Type)**  
Check Gauge for Proper Pressure  
**Pressurized Water**  
Check Gauge Pressure  
Operating personnel should inspect extinguishers daily and report broken seals or defects immediately to Maintenance Dept.

| RECHARGE RECORD |    |      |    |
|-----------------|----|------|----|
| DATE            | BY | DATE | BY |
|                 |    |      |    |
|                 |    |      |    |
|                 |    |      |    |
|                 |    |      |    |
|                 |    |      |    |
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|                 |    |      |    |
|                 |    |      |    |
|                 |    |      |    |

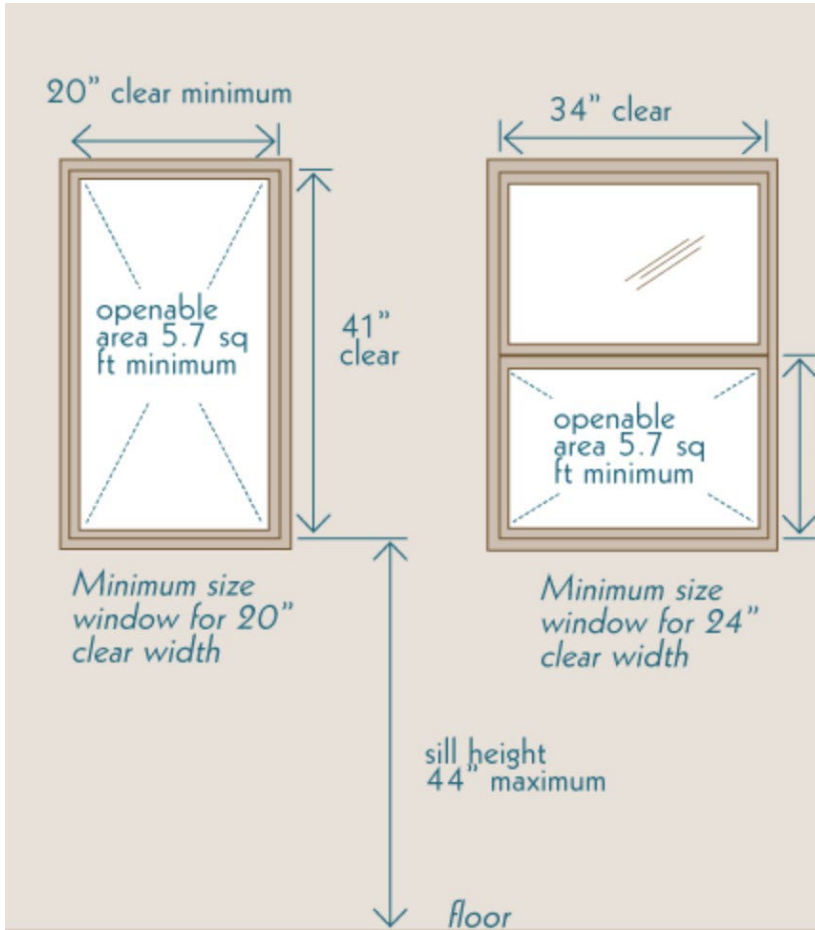
ULINE 5-16416 1-800-295-6315, ulna.com

**INSPECTION RECORD**

Inspect this extinguisher carefully before signing inspection record. Do not break seal except in case of emergency or to recharge or inspect contents.

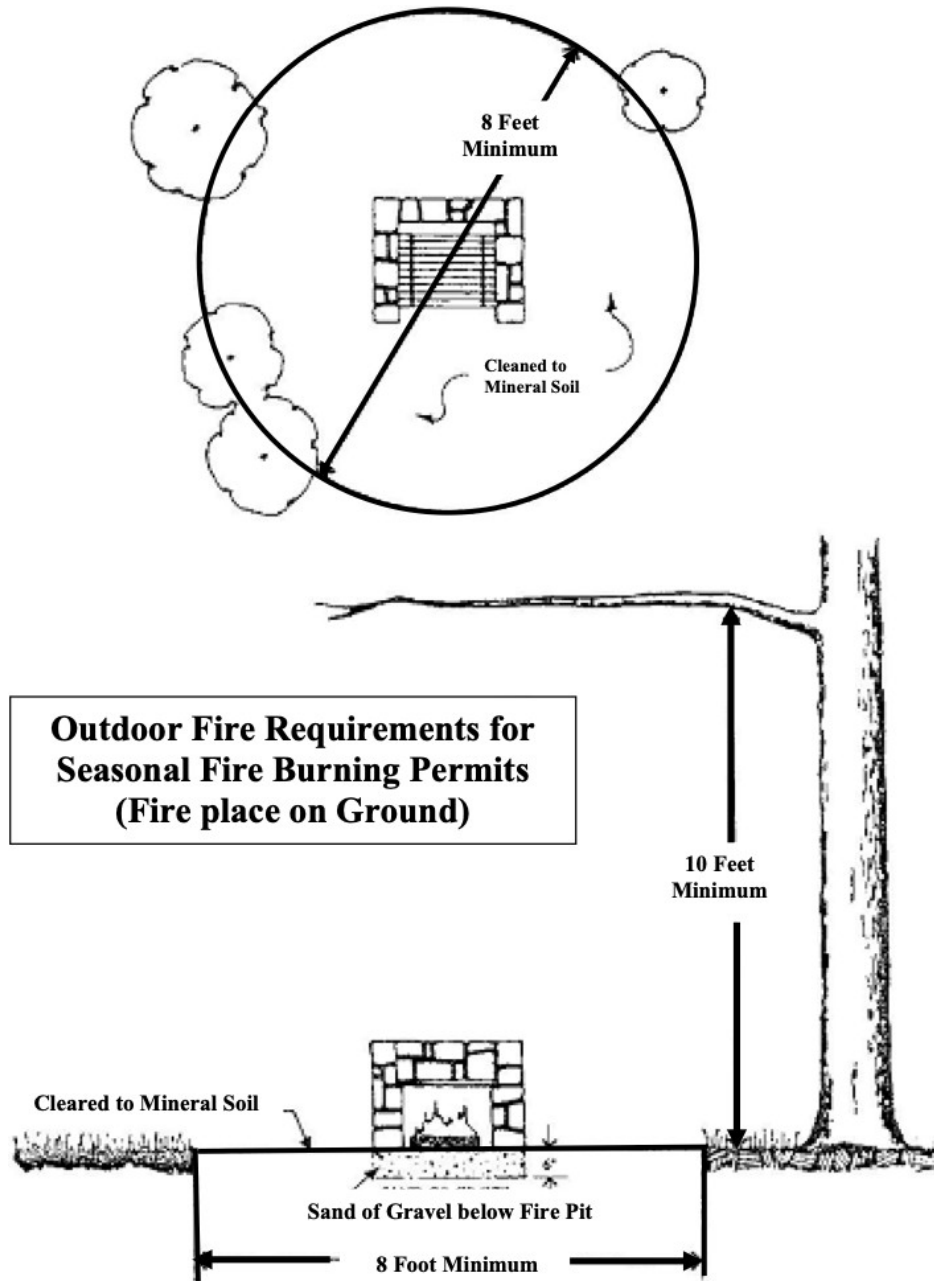
| DATE | BY | DATE | BY |
|------|----|------|----|
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## WINDOW EGRESS



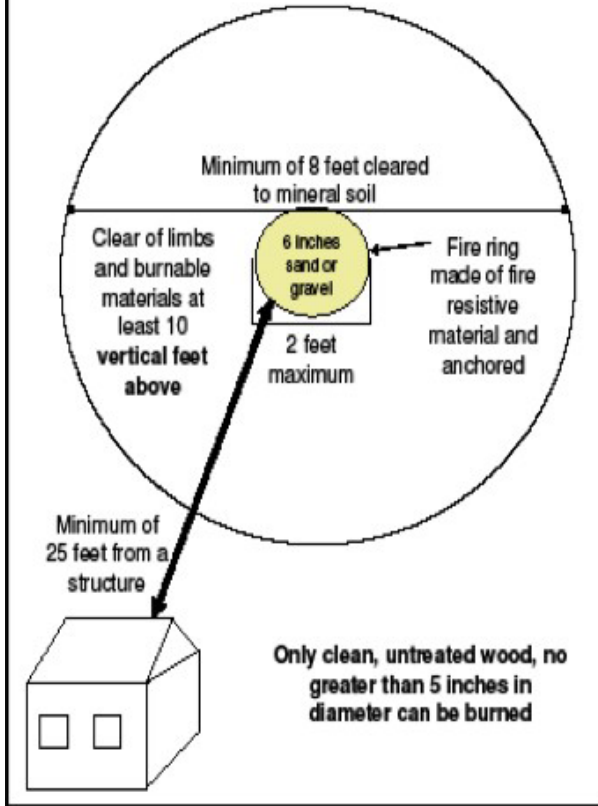
- The minimum net clear opening width shall be 20 inches
- The minimum net clear opening height shall be 24 inches
- All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq ft
- When openings are provided as means of escape and rescue, they shall not have a sill height of not more than 44 inches above the floor.

# OUTDOOR CAMPFIRES



# OUTDOOR CAMPFIRES

## SPECIFICATIONS FOR CAMP OR COOKING FIRES (CATEGORY I)



## SPECIFICATIONS FOR CAMP OR COOKING FIRES (CATEGORY II)

