

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

**SEE PAGES 4 TO 13 OF THIS PACKAGE FOR INSTRUCTIONS**

		Date of Application:
		Map:      Lot:
Full Name of the Town of Freedom Property Owner:		Property Owner Telephone #:
Property Owner Mailing Address:		
Address applying for STR Conditional Use Permit:		Permit Year Applying For
Number of Marketed Bedrooms:	Maximum Number Occupants:	# of Off street Parking Spaces:
Owner email:	Manager Name (if using):	Manager Phone #:
Note: Applicant or manager must be able to appear at the property within 1 hour		
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.		

**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 selectmen are authorized to revoke the permit for the rest of the year or six (6) months, whichever is longer.

**PROPERTY OWNER RESPONSIBILITIES:** Complete the STR application fully including all required documentation, with no false or misleading statements; to meet all of the standards listed in 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 agrees that this application will be approved or denied based upon his/her full compliance with this application process.

*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:	

The following standards are listed in Section 1506 of the regulations. *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 unless applicants have submitted documentation required on page 7 to obtain grandfather status for prior STR rental .	
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.	
Owners and guests shall store all trash safely onsite and shall remove trash as described in the trash disposal plan submitted with this application.	
Owners 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 agrees 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 agrees 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 agrees 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 agrees that use of the STR unit to hold special events is prohibited.	
Owner agrees that an accessory dwelling unit on the property cannot be used as a STR.	
Owner completed and certified compliance with the life-safety requirements (attach Life Safety 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. See checklist in Instructions for Short-term Rental (STR) Application that reviewer will use to determine if the application is complete.

PHOTOGRAPHS MAY SHOW MULTIPLE ITEMS IF THEY ARE CLEARLY MARKED.

ITEM	REQUIREMENT	INITIAL INDICATING COMPLIANCE
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. PROVIDE PHOTOCOPY OF THIS DIAGRAM	
Smoke Alarms	Smoke alarms shall be in good working order. They shall be installed (1) in all sleeping rooms and (2) 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.	
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.	
Fire Extinguisher	A functionable fire extinguisher is visibly installed in any kitchen area. PROVIDE PHOTOGRAPH OF THE FIRE EXTINGUISHER.	
Exit doors	All exit doors must be recognizable and free of obstructions PROVIDE PHOTOGRAPH OF ALL EXIT DOORS	
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	
Egress-Secondary means of escape	Secondary means of escape shall be a door, stairway, passage, or hall providing a way of unobstructed travel 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 should be operable, meet minimum size requirements and not have bars or other obstructions that prevent egress. PROVIDE PHOTOGRAPHS OF ALL SECONDARY MEANS OF EGRESS	
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.	
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.	
Emergency Contact	Signage posted that contains the emergency contact information for guests, maximum number of guests, and copy of STR Permit.	

## Instructions for Short-term Rental (STR) Application

Section 15 of the Freedom Zoning Ordinance addresses Short-term rentals. The purposes for these regulations are:

Statement of Purpose	Application Requirements
1501.1 To preserve the traditional character of residential neighborhoods that can be negatively affected by this use.	Owner or a representative available on site if trouble; limit on rental days
1501.2 To protect water quality where an STR is in the shorefront district	Septic approval or septic report, occupancy limit based on septic
1501.3 To help preserve the quality and quantity of the housing stock for year-round residential use.	Rental day limit to discourage buying multiple homes as rental units
1501.4 To ensure the safety of Short-Term Rental occupants.	Owner provides floor plans, photos of all safety requirements, and emergency information.

The ordinance requires a property owner to obtain a conditional use permit if they wish to rent out their residence from one (1) to twenty-nine (29) days. (See list of standards on page 2 of the application package.) Applicants' initials of each of these standards indicate acceptance.

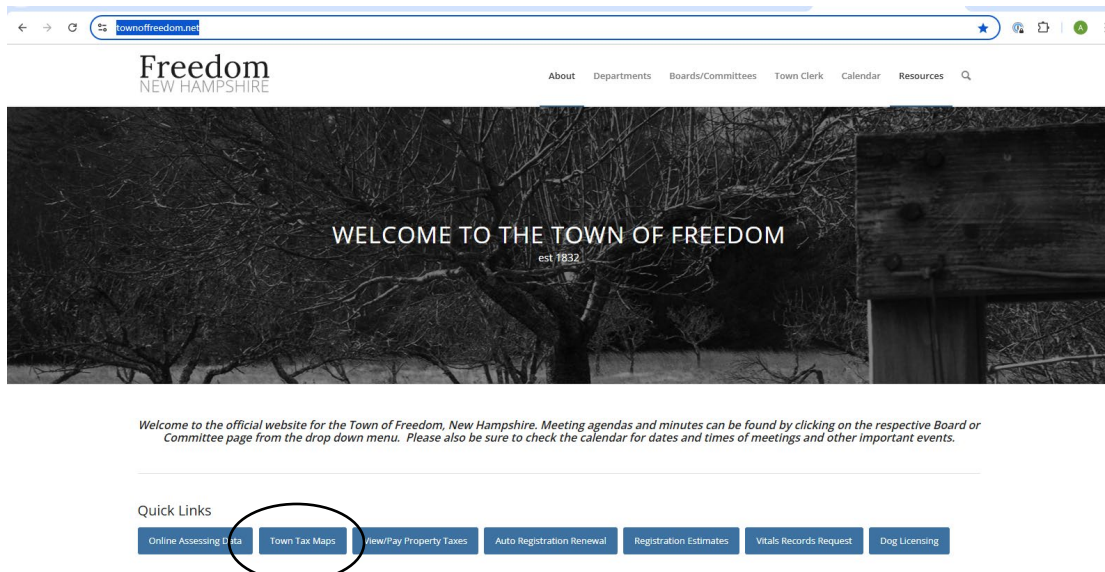
The application (separate document) is 6 pages but requires documentation to show that your rental complies with the requirements. Use this checklist to determine if you have provided the required documentation. The reviewer will use this checklist to communicate with you whether you have met the requirements. See appendices attached to these instructions for additional information.

Application Checklist	Reviewer Comments
Permit application fee payment of \$100.00 for the original permit issued. (See renewal application for subsequent year applications.)	
List of abutters and postage for first class mailing (See Appendix 1)	
Completed life-safety self-inspection with the following supporting documents:	
- Layout of house that identifies all rooms, bedroom configurations, egresses, safety features, and evacuations identified (See Appendix 2)	
- Photographs of current condition of dwelling unit being rented (See Appendix 3))	
Parking Plan and Map (See Appendix 4)	
Trash Disposal Plan (See Appendix 4)	
NH DES septic approved plan for dwelling—provide a DES operations approval or a report from a septic service company providing	
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 Appendix 5)	
Renter information to be posted at the rental to inform renters of rules and safety information to comply with regulations (See Appendix 6)	
Short-term Rental Days for Grandfather Status, if applying for grandfather status—use only if can provide documentation of prior rentals.	

## Appendix 1: Creating the list of abutters.

NH law defines abutters as the properties on either side of, across the street from, and behind your property. If you are on a water body, abutters may be across the stream or lake.

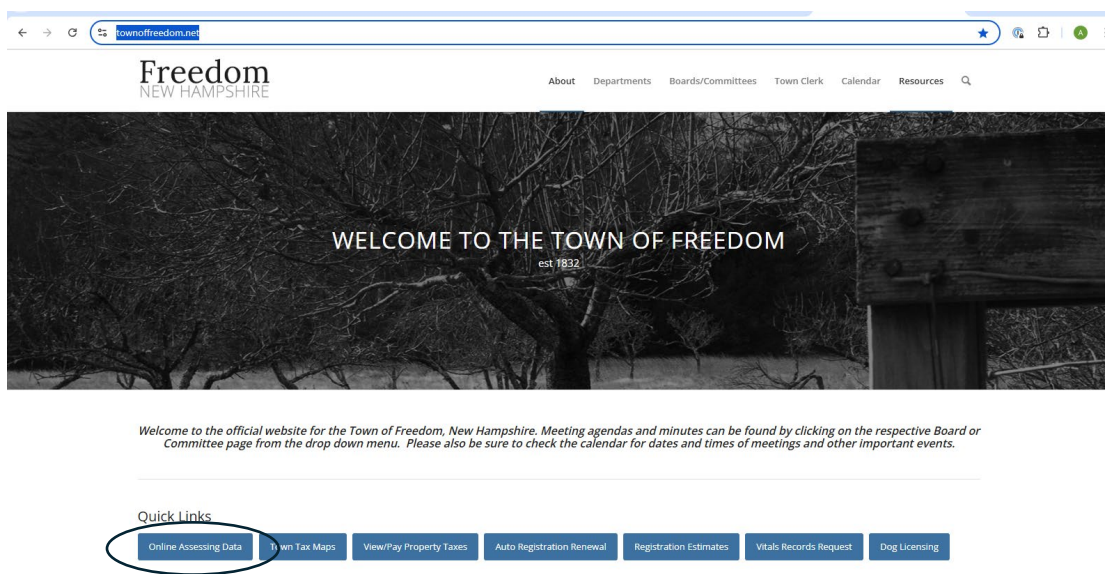
Go to <https://townoffreedom.net/> and click on Tax maps:



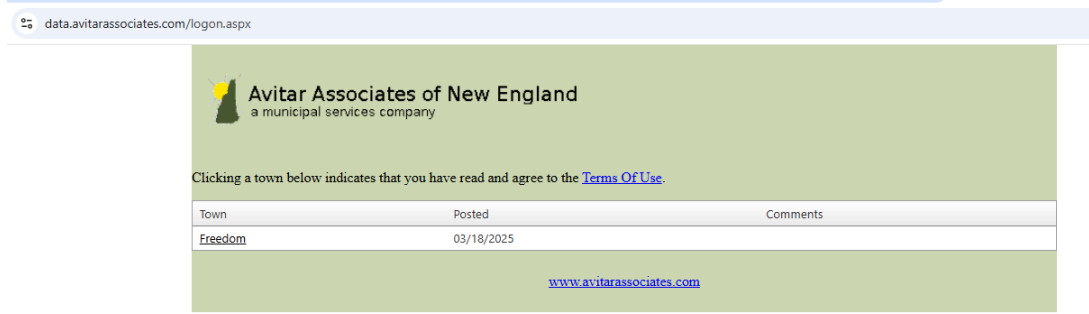
From the table, select the tax map for your lot. Some tax maps cover multiple pages, so you may have to look at more than one map.

Identify your lot on the tax map. Make a list of the lots that are on either side, across the street, and behind your property.

Go back to the main Town of Freedom web page and select Online assessing data..

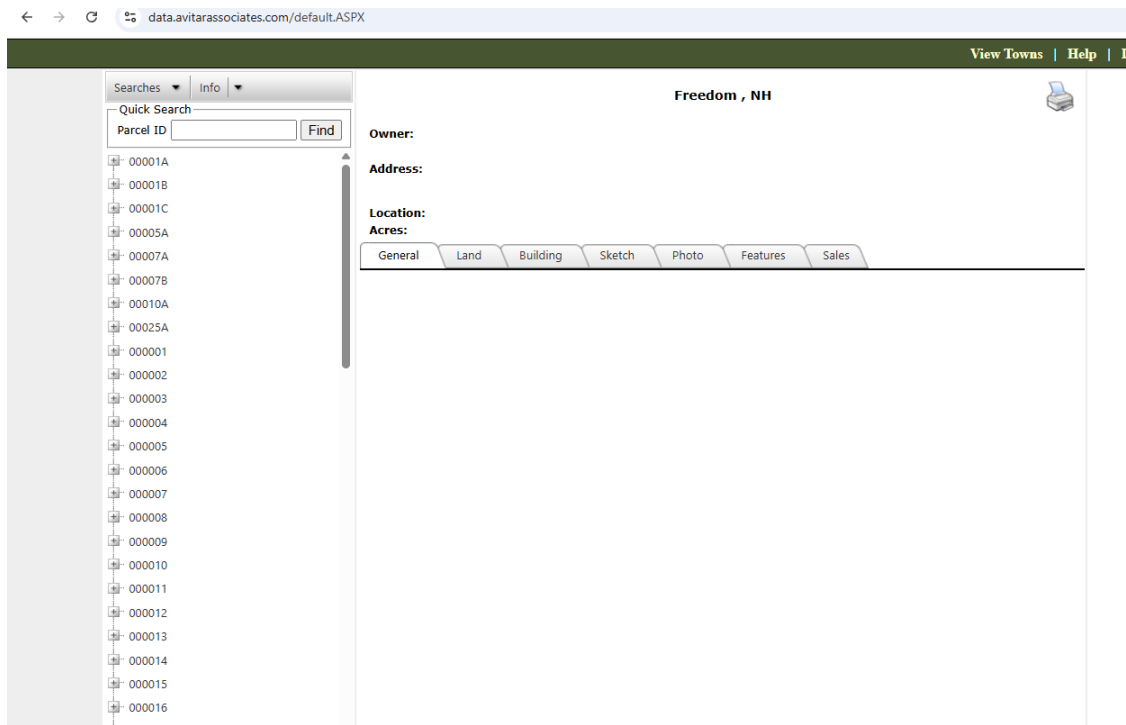


You'll see this page. Click on Freedom.



This takes you to a parcel ID search. Click on your tax map number. Then scroll down to find the data for the lots you have identified as abutters.

If your abutters are on more than one tax map, repeat this process.



The owner information on the website looks like this. NOTE: Be sure to use the address of the owner. Do not use the location address,

**Parcel ID:** 000052 000022 000000

**Owner:** TOWN OF FREEDOM

**Address:** P.O. BOX 227  
OLD PORTLAND ROAD  
FREEDOM, NH 03836

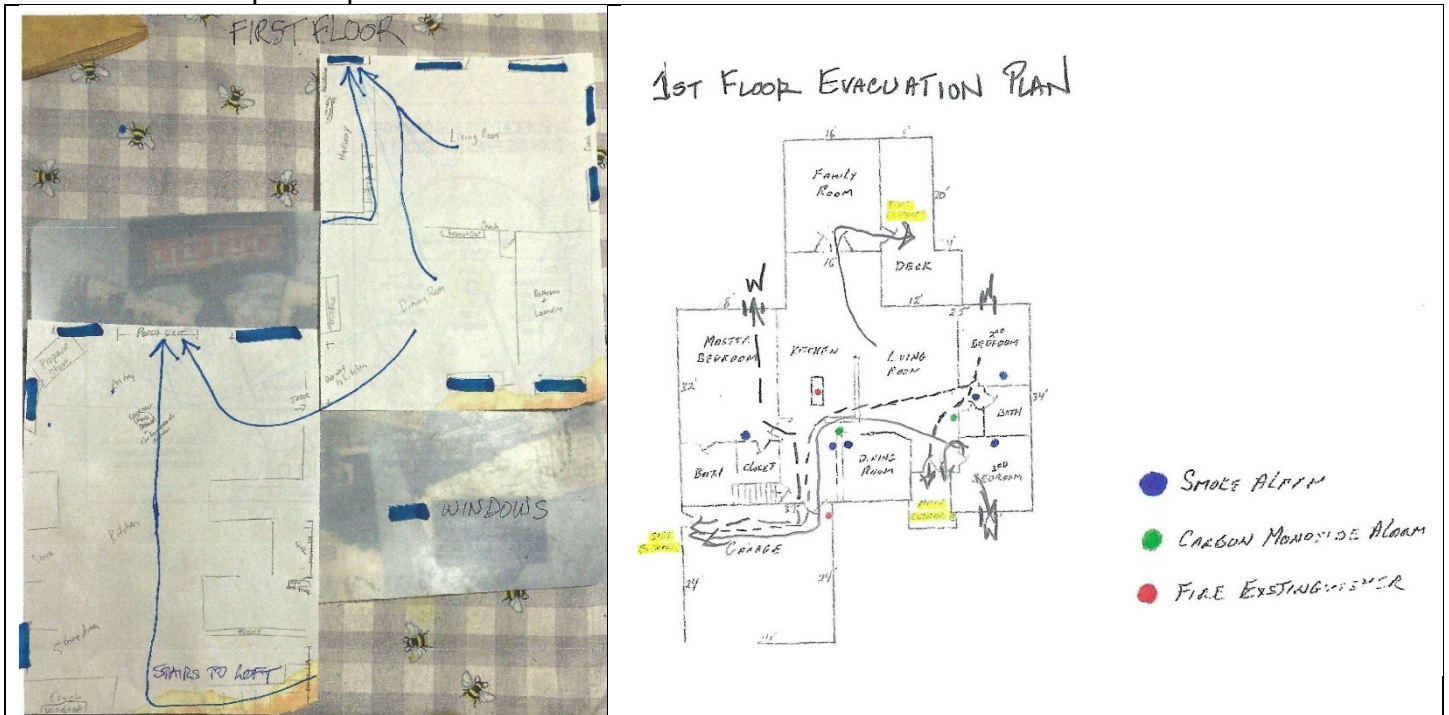
**Location:** 16 ELM STREET

## Appendix 2

Provide layout of the home that documents all floors as well as basements if they are used as living/sleeping areas or as a means of egress. These plans allow the reviewer to determine if the home meets the safety requirements. The plans will also be posted so the renters can see the layout and safety features in an emergency. Please remember that the reviewer and the renter are not familiar with your home and need specific information.

1. Please **label** the following:
  - All rooms
  - Bedrooms, numbered sequentially
  - Exit doors
  - Bedroom doors
  - Bedroom windows that will be used as a means of egress.
  - Location of smoke detectors, CO detectors, combination smoke/CO detectors (if used), and fire extinguishers. Use color coded dots or symbols to show these safety features. Add a key to explain the entries.
2. Draw in **evacuation routes** to show how renters can exit THROUGH DOORS AND WINDOWS from each bedroom used as a sleeping space. Be sure to show stairs used from upper or lower floors and pathways out of the house on the first floor.

Here are two examples of plans:



### To create a layout/plan:

1. If you have plans of your home, use them, and add the required information.
2. *If you do not have plans*, 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, windows, and stairways.
  - If it is too small to use as is, please enlarge it.

**Life Safety Self Inspection**

The applicant must provide photos of all of the requirements that you have initialed as included on pages 3 and 4 of the application.

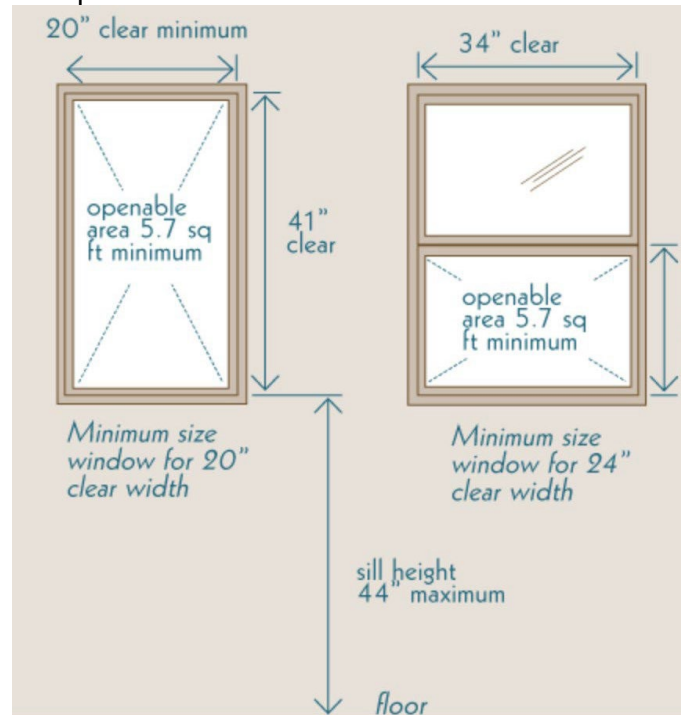
Based on your home and your plan for renting out bedrooms, please fill out the following table.

- All applicants must provide item a.
- If your home has a second floor with bedrooms for rent, complete item b.
- If your home has a basement with living space or is used for egress, complete item c.
- Using the numbered bedrooms from the plan, lists bedrooms on the first floor by number

This table should include all floors and all bedrooms of your home.

Location	Egress #1	Egress #2
a. 1 <sup>st</sup> floor access doors	Door to outside	Door to outside
b. 2 <sup>nd</sup> floor access door/stair	Stairway	N/A
c. Basement	Door to outside	Stairway
First floor bedrooms		
d. [Bedroom 1]	Photo of door	Photos of window showing dimensions*
e. Etc.	Photo of door	Photos of window showing dimensions*
f.	Photo of door	Photos of window showing dimensions*
Second floor bedrooms		
g. [Bedroom #]	Photo of door	Photos of window showing dimensions*
h.	Photo of door	Photos of window showing dimensions*
i.	Photo of door	Photos of window showing dimensions*
j.	Photo of door	Photos of window showing dimensions*
Basement bedrooms		
k.	Photo of door	Photos of window showing dimensions*
l.	Photo of door	Photos of window showing dimensions*

\* Required window dimensions



Required dimensions

- The minimum net clear opening width shall be 20"
- The minimum net clear opening height shall be 24"

Provide photos showing height and width of window and height from the floor. Take the photo with a tape measure showing the dimensions. You may need three photos of each window used for egress.

Required dimensions

- 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.

Note:

- For crank-out windows, opening must meet the requirement, not the window width when closed
- For double hung windows, the bottom pane must meet requirements, or the window must be easy to push out to open to the required size and the directions must be posted on the window.

## Smoke and CO detectors and fire extinguishers

Start by filling in the floors and the bedroom so that the entries are the same as the above table.

Location	Smoke Detector (SD) Required outside each sleeping area and in all bedrooms.	CO Detector Required if house contains fuel burning appliances or fuel-burning fireplaces
a. 1 <sup>st</sup> floor access doors	Photo of SD outside sleeping area	
b. 2 <sup>nd</sup> floor access door/stair	Photo of SD outside sleeping area	
c. Basement	Photo of SD outside sleeping area	
First floor bedrooms		
d. [Bedroom 1]		
e. Etc.		
f.		
Second floor bedrooms		
g. [Bedroom #]		
h.		
i.		
j.		
Basement bedrooms		
k.		
l.		
m. Water shutoff	Photo of water tank with shutoff visible	
n. Electrical shutoff	Photo of electrical panel with shutoff visible	
o. Heat shutoff (if present)	Photo of furnace with shutoff visible	
p. Street address of property	Photo of house number near driveway	
Fire extinguisher in kitchen*	Photo of fire extinguisher in kitchen	Dated copy of receipt for purchase or inspection.

### \* 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.



## Appendix 4

### Lot Map for Parking Plan, Trash Plan, and Fire Pit for use in Appendix 5)

If you have a surveyed plan of your lot, please use this to indicate parking areas, trash receptacles, and firepit (if you have one).

If you don't have a surveyed plan, you can create the lot map by using the tax map for your lot.

- Go to [townoffreedom.net](http://townoffreedom.net)
- Click on "Town Tax Maps" link on the first page
- Search for your property by map and lot or by owner.
- Use the tax map to identify the shape and dimensions of your property.
- Sketch in the buildings on the lot—the main building and all accessory buildings (garages, sheds, barns, etc.)
- Use this for the parking, trash, and fire pit instructions below.

### Parking Plan

Use the Lot Map to show:

- 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) requires 1.5 spaces for the first bedroom and 0.5 for each additional bedroom with the total equaling the next highest full space.

### Trash Disposal Plan must provide all information needed to ensure trash is disposed of.

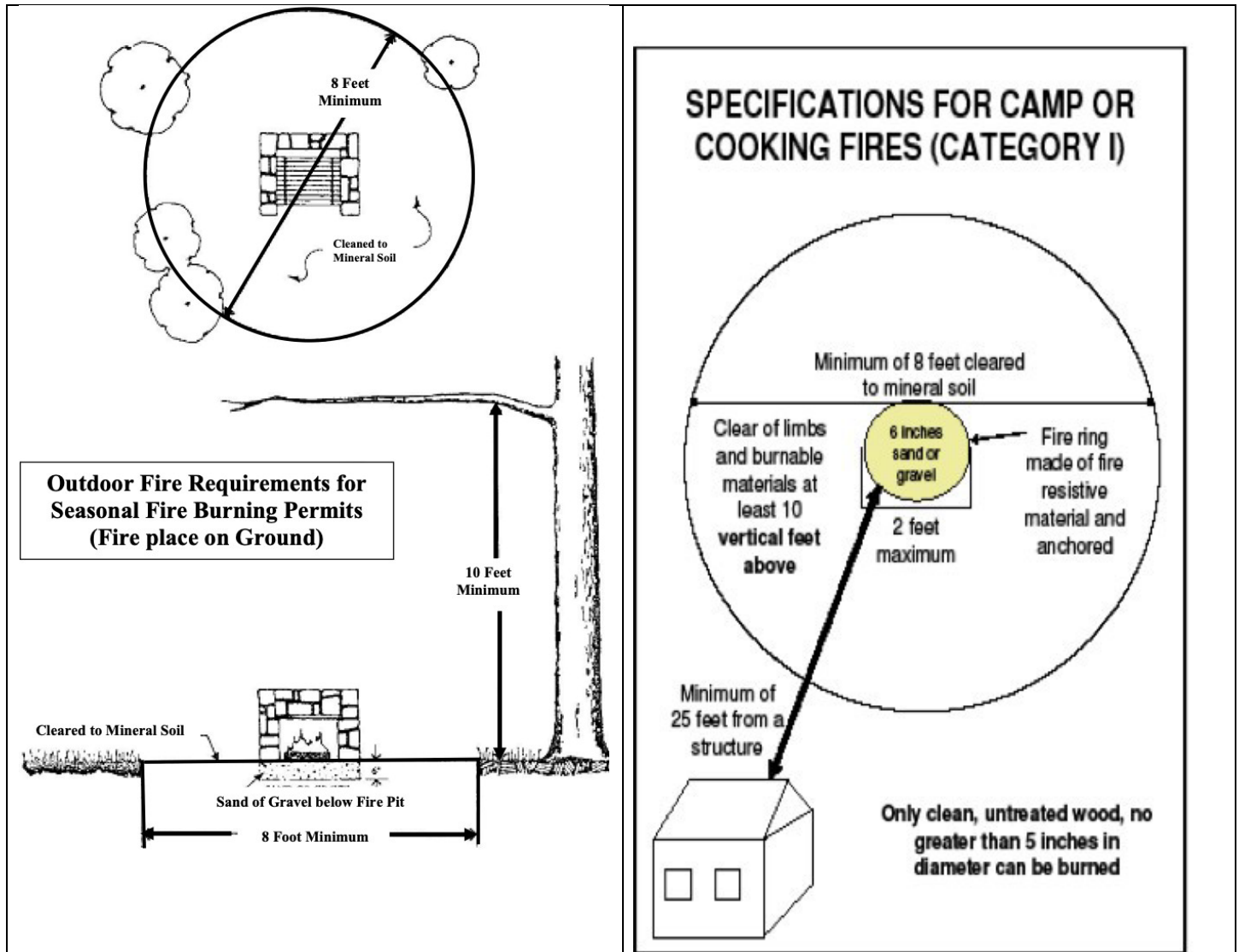
- Your renters may NOT use the transfer station. They are not eligible to purchase a transfer station permit.
- Indicate there are sufficient securely covered containers to hold all trash generated during rentals and up to the time that the trash will be taken to the transfer station and identify the location on the Lot Map
- Describe how the trash will be removed from the STR and taken to the transfer station—either by you or by arrangement with a local property manager.
- 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

Appendix 5

Fire pit location and Permits

If you have a fire pit, place the following information on the Lot Map: the location of the fire pit, including the distances from the buildings and trees.

In addition, you must provide signed permits for your renters to use to obtain a fire permit. Each renter must apply for and obtain their own fire permit.



**Fire Pit authorization form**

Property Owners Authorization to Obtain a Fire Permit

Per [RSA 227-L:17](#), the state of New Hampshire requires anyone wishing to have an outdoor fire to have written permission from the landowner and a written fire permit from the local forest fire warden or local fire department in the town or city where the fire will be kindled. Fire Permits are obtained locally through the Forest Fire Warden, Deputy Warden's and Issuing Agents or online at [www.nhfirepermit.com](http://www.nhfirepermit.com).

**Permit to Kindle Fire Authorization Non-Property Owner**

Applicant name (renter): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

I \_\_\_\_\_, give the above listed applicant Permission to obtain a Permit to Kindle Fire and to kindle a fire on my property located at \_\_\_\_\_ In Freedom, NH from \_\_\_\_\_ to \_\_\_\_\_.

All burning to be conducted in compliance with all State of New Hampshire laws, administrative rules, and regulations.

Limitations set by property owner:

- Fires are only permitted in designated fire pit. Please keep fires within provided area.
- Do not remove branches from or cut down any of the trees on the property.
- Please do not burn Trash or other debris.
- Please do not leave fire unattended and douse with water or spread coals when finished.

Signature of Property Owner: \_\_\_\_\_

Date of Application: \_\_\_\_\_

This authorization form must be completed each time permission is granted. Form expires the end of each calendar year.

**The Town of Freedom requires each renter to apply for their own kindle fire permit. The state of N.H. requires non property owners written permission to obtain a permit. Please complete this form as proof of permission.**

To apply for a permit, go to [www.nhfiremit.com](http://www.nhfiremit.com) and fill in the requested information using 28 Abenaki Dr. Freedom, NH03836, as the "burn address". The Fee is \$5.50 and your permit will be emailed or texted to you.

## Appendix 6

### Renter Information Required

Owners provide “house rules” for their renters that explain how to check in and out, how to use appliances, and other features of the rental home. Some add restaurant reviews and information of area attractions.

The STR application requires the applicant to provide an informational brochure of binder including the following:

- Posting of key information in a visible place in the rental  
Signage posted that contains the emergency contact information for guests, maximum number of guests, and copy of STR Permit
- Trash disposal plan—use material from Appendix 4
- Public nuisance/noise ordinance—use the information below:  
NH law defines disorderly conduct as "purposely causes a breach of the peace, public inconvenience, annoyance or alarm, or recklessly creates a risk thereof, by: (a) Making loud or unreasonable noises in a public place, or making loud or unreasonable noises in a private place which can be heard in a public place or other private places, which noises would disturb a person of average sensibilities."
- Local hospital addresses and contact numbers  
Memorial Hospital, 3073 White Mountain Highway (Route 16), North Conway—603-356-5461  
Huggins Hospital, 240 S. Main Street (Route 28), Wolfeboro—603-569-7500
- Town’s non-emergency police phone number  
Non-emergency Freedom police number: 603-539-8268
- Emergency number for applicant or applicant’s representative
- Maximum occupancy of the STR—use the formula: # approved DES septic bedrooms times 2 plus 2.
- Maximum number of vehicles that can be parked along with sketch that states, “No on-street parking is permitted.” Use Parking plan from Appendix 4
- Property owner signed copies of “Permit to Kindle Fire Authorization for Non-Property Owner,” for each renter to apply for a permit—Use form on page 2 of Appendix 5
- Gas, water, and electrical shut-off and home heating appliance and safety manuals—Use photos included in the documentation on page 6.