



Town of Jefferson

OFFICE OF THE SELECTMEN

SHORT TERM RENTAL CONDITIONAL USE PERMIT APPLICATION

TOWN OF JEFFERSON

178 Meadows Rd./POBox 81 Jefferson, NH03583

Jefferson Select Board/ administrativeassistant@jeffersonnh.org Phone: 603-586-4553

NOTICE: Using a dwelling unit for Short Term Rentals without a valid Conditional Use Permit will subject the property **owner** to fines and **penalties** outlined in RSA 676:17.

DATE OF APPLICATION: _____ PERMIT NUMBER ISSUED (OFFICE USE ONLY) _____

\$150 APPLICATION FEE PAID: YES NO (OFFICE USE ONLY)

PLEASE MAKE CHECK PAYABLE TO THE: TOWN OF JEFFERSON

CURRENT NH MEALS & ROOMS TAX LICENSE#: _____

PROOF OF CURRENT NH MEALS & ROOMS TAX LICENSE: YES NO (OFFICE USE ONLY)

COPY OF RENTAL ADVERTISEMENT LISTING NUMBER OF BEDROOMS YES NO (OFFICE USE ONLY)

PROPERTY OWNER: MAP: _____ LOT #: _____ SUB LOT #: _____

Name(s): _____

Property Address: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

PLEASE IDENTIFY ONE PERSON WITHIN THE STATE OF NEW HAMPSHIRE WHO CAN BE ON SITE WITHIN ONE HOUR TO ACCEPT SERVICE OF PROCESS FOR ANY LEGAL PROCEEDING THAT MAY BE BROUGHT AGAINST THE OWNER OF THE PROPERTY:

Name(s): _____

Address: _____

Phone Number: _____

Email Address: _____

PERMIT APPLICATION

The permit will be approved or denied by the Select Board using the following criteria.

I, _____ (*legal/ name of property owner*), having been duly sworn, depose and state as follows:

1. I am the owner of the property located at _____ (*physical address of property*) (*hereinafter referred to as the "STR Property*) , and I am applying for a Short-Term Rental Conditional Use Permit for this STR Property.
2. Smoke detectors and Carbon Monoxide (CO) detectors are installed at the STR Property in any and all areas defined by the NH State Fire Code and NH State Building Code.
3. I have read NH Dept. of Safety Informational Bulletin2020-05 (Smoke Alarm Device Requirements in Dwellings) and Informational Bulletin2020-06 (Carbon Monoxide Detection Devices in Single-family Dwellings), and all smoke detectors and Carbon Monoxide (CO) detectors installed at the STR Property are installed, maintained, and functioning consistent with these Informational Bulletins.
4. I have read NH Dept. of Safety Informational Bulletin2020-03 (Secondary Means of Escape- Egress Windows & Doors), and all windows and/or doors designated for emergency egress at the STR Property are maintained and in operational order consistent with this Informational Bulletin. Free of obstruction, clutter, snow, etc.
5. No basement space of the STR Property shall be used as a sleeping area unless there are properly sized egress windows and/or doors conforming to the NH State Fire Code and NH State Building Code.
6. A functional fire extinguisher is visibly installed in any and all kitchen area(s), by all fireplaces/pellet/wood stoves and fire pits (outside of dwelling) in/at the STR Property.
7. The maximum number of people that the STR Property will be advertised for in any published listing or other form of marketing shall be two (2) people for each bedroom listed on the town issued building permit (or, in the absence of a building permit, listed on the tax card) plus two (2) additional people.
8. The septic system serving the property must be adequate for the number of bedrooms.
9. All vehicles shall be parked at the STR Property and in designated parking areas.
10. No fireworks, explosive devices, or firearm discharges will be permitted on the property.
11. Rules for renters will be clearly posted in the rental unit with references to all applicable town & state ordinances. As well as contact numbers in case of an emergency will be clearly posted.
12. I have provided proof of a current NH Meals and Rooms Tax license number for the STR Property.
13. Although a Special Exception runs with the land, if the property transfers ownership, within 60 days of closing the new owner will be required to provide the town with their contact information, new affidavit agreeing to the conditions of the permit and all applicable application fees
14. Property owner agrees to adhere to any other site-specific conditions imposed as part of the Special Exception and/or Permit approval, and subject to inspection by any town official (Fire Chief, Police Officer, & Health Officer)
15. The permit for a STR Property **MUST** be renewed each year with the \$150.00 fee.

AND FURTHER, the Affiant sayeth not.

Dated: _____ (signature)

_____ (signature)

STATE OF _____

COUNTY OF _____

Personally, appeared the above-named _____ who made oath that the foregoing statements made by her/him are true to the best of her/his knowledge, information, and belief.

Dated: _____

Justice of the Peace/notary Public My Commission Expires: _____

PLEASE READ AND SIGN BELOW

If the owner is granted approval for a Special Exception, a permit form must also be completed for the Short-Term Rental Unit, with payment of \$150.00 to the Select Board for its approval.

I/We understand and accept that a Short-Term Rental Conditional Use Permit granted by the Town of Jefferson, based upon this application, does not relieve me/us from having to comply with any Local Ordinances, State or Federal Laws.

I/We understand and accept that I/we, as the property owner(s), are responsible for trash removal, ensuring that all parking of vehicles is on site, occupancy limits are not exceeded, and any site-specific conditions imposed are satisfied.

I/We understand that my/our permit may be revoked for failure to comply with the Short-Term Rental Ordinance or any conditions of approval. I understand that a first violation may result in a warning, a second violation may result in a civil penalty of \$275.00, and a third violation will result in a revocation of my/our Conditional Use Permit.

I/We understand that if my/our Conditional Use Permit is revoked, I/we may not apply for reinstatement for a period of three (3) months.

I/We understand that any nuisances or any other dangers to the public health reported by any lodgers/short-term renters or abutters may require an inspection pursuant to NH RSA 147:3.

I/We hereby certify that the information provided in this Short-Term Rental Conditional Use Permit Application is true and that I/we have read and understood the *Town of Jefferson Land Use Ordinance* as it applies to the use of my/our property as Short-Term Rental.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Approved by: Jefferson Select Board

Select Board Chair Signature: _____ Date: _____

Select Board Member Signature: _____ Date: _____

Select Board Member Signature: _____ Date: _____

Fire Chief Signature: _____ Date: _____