

SHORT TERM LODGING APPLICATION SUBMITTAL REQUIREMENT CHECKLIST:

CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH APPLICATION

If you have any questions pertaining to particular documents please contact the Planning Department at 603-527-1264 for assistance.

- q One original signed application

SIGNATURES: The property owner provides the official signature for an application. An agent or power of attorney may sign, provided appropriate documentation of authorization is provided. In the case of a corporation, association, or other non-person ownership, the president or chief executive officer may sign provided a certification by the clerk or secretary is provided. Only one original copy of agent certification is required with application submittal. Applications must be signed to be considered complete.

- q Application fee paid at time of submittal
- q Abutters list with abutters envelopes and \$10 fee per abutter.

It shall be the responsibility of the applicant to address all envelopes. The envelopes shall be business style (4" x 9 1/2") and include completed certified mail receipts with return address to the Planning Department, 45 Beacon Street E, Laconia, NH 03246.

- q Parcel Card (available from Assessing Office on first floor of City Hall)
- q Parking diagram showing available off-street parking. Spaces must be a minimum of 9' x 19'. Individual parking spaces must be indicated on the diagram.
- q For owner occupied dwellings (235-41:M:c:i) Proof of residency (i.e. utility bill; license, car registration) and a brief statement of when the owner lives in the house.

Short Term Lodging Permitting Process:

To be in compliance with City of Laconia Zoning Ordinance §235-41:M and rent your property for Short Term Lodging the following process must be followed:

1. Submit complete application to the Planning Department, Laconia City Hall, lower level, 45 Beacon St. East
2. Submit application fee
3. Submit abutter's notification addressed envelopes, certified mailing forms, and \$10 fee per abutter.
4. Application will be reviewed by Planning Department staff for completeness and eligibility for Short Term Lodging. Eligible properties are as follows:
 - a. Permitted in the Commercial Resort (CR) and Shorefront Residential (SFR) zones with no limitations on the number of separate rental periods.
 - b. Prohibited in Industrial (I), Industrial Park (IP) and Airport Industrial (AI) zones.
 - c. Prohibited in all other zones except when the property is owner-occupied.
 - i. Short-Term Lodging in an owner-occupied property is considered an allowed accessory use only if the owner of the property resides on the property for not less than 150 days a year.
 - ii. In all zones, both an Accessory Dwelling Unit (ADU) allowed by a Special Exception granted by vote of the Zoning Board of Adjustment, and the associated primary housing unit are prohibited from being used for Short-Term Lodging.
 - d. Permitted in the Residential Single-Family (RS), Residential General (RG), and Residential Rural (RR1) zones in a seasonal dwelling unit for a maximum of 15 separate rentals or a maximum of 120 nights, whichever occurs first. In a seasonal dwelling unit, Short-Term rentals are allowed in the above mentioned districts only from May 1st to October 31st of each year; short term rentals are prohibited at any other time. A seasonal dwelling unit for this purpose is defined as:
 - i. A dwelling unit that is occupied only between May 1 and October 31 of each year.
 - ii. The dwelling unit has less than 1400 square feet of living space.
 - iii. There is only one dwelling unit on the associated lot
5. If eligible for Short Term Lodging (all parameters must be met), an inspection of the property will be scheduled. The inspection will look at the following:
 - i. Smoke/CO detectors must be installed in areas defined by the City's adopted codes and must be functioning.
 - ii. All windows or doors designed to open must be able to be opened to provide emergency egress.
 - iii. No basement space shall be used as sleeping areas unless there is properly sized egress windows and/or doors conforming to the City's adopted codes.
 - iv. A functional fire extinguisher shall be visibly installed in any kitchen area.
 - v. To determine maximum occupancy of the dwelling unit, floor space square footage shall be confirmed to conform to the City's adopted codes.
 - vi. To determine maximum number of vehicles allowed per rental, driveway capacity shall be confirmed. On-street parking shall not be allowed.
 - vii. Safety concerns reported by lodgers or abutters may require another inspection.

NOTE: Inspections will be performed by the Code Enforcement Office. During the inspection for the above listed items, any obvious code deficiencies will be noted and may be required to be addressed prior to the issuance of an approval permit.

6. Short-Term Lodging applications shall be reviewed and approved or denied within 30 days of receipt of a complete application. Notice of the approval or denial will be mailed to the applicant and abutters as defined in RSA 672:3. An aggrieved party may appeal a decision granting or denying an administrative permit to the Zoning Board of Adjustment within 30 days of the decision. The ZBA may affirm, reverse or modify the decision appealed.
7. Approval for Short-Term Lodging use will be in effect for two years from date of approval and must be renewed every two years from date of first approval according to fee schedule defined in section 235-92 of this chapter. Approval is owner specific; change of ownership shall require a new application.
8. Approvals may be revoked for failure to comply with this Ordinance or with any conditions of approval imposed as part of the approval. In general, the first violation of a requirement will result in a warning; the second in a civil penalty of \$275 for each day of violation; and the third in a revocation of the approval. If a revocation occurs, the owner may not apply for reinstatement for a period of one year.

SHORT TERM LODGING REVIEW APPLICATION

Fee \$250.00 Check # _____ Receipt # _____ Application # _____

Receipt Stamp:

STREET ADDRESS: _____

PROPERTY INFORMATION: Map _____ Street _____ Lot _____

Zoning District _____

Short-Term Lodging is regulated by Laconia Zoning Ordinance §235-41:M

Owner Name: _____

Phone # _____

Address (No P.O. Box): _____

Mailing Address (if different): _____

Email Address: _____

Agent Name: _____

Phone # _____

Address (No P.O. Box): _____

Mailing Address (if different): _____

Rental Unit Information: (Attach Property Card)

Square Footage of Dwelling Unit*: _____ s.f. Number of Occupants: _____

*If per 235-41(M):1:d:ii (Seasonal Dwelling Unit) the dwelling unit may contain no more than 1400s.f. of living space.

To Calculate Occupancy:

Allowed Occupancy: 4 persons for first 400 SF of living space; 1 person for each additional 200 SF of living space.

Total Square Feet _____ - 400 SF (4 persons) = _____ Remaining Sq.Ft.

Remaining Sq. Ft: _____ / 200 Sq. Ft. = _____ Additional allowed number of occupants

Total number of allowed occupants: _____

Example: 1400 SF – 400 SF (4 persons) = 1000 Remaining Sq. Ft.

Remaining Sq. Ft: 1000 / 200 Sq. Ft. = 5 Additional allowed number of occupants

Total number of allowed occupants: 4 + 5 = 9

Number of Bedrooms: _____

Are any bedrooms located in basement? Yes/No (Circle One)

Number of On-Site parking spaces: _____

Attach parking diagram. No on-street parking is allowed.

Each parking space must be a minimum of 9'x19'

If property is not located in CR or SFR Zones:

Is the property owner-occupied? Yes/No (Circle One)

If yes, is the unit available for Short Term Lodging an Accessory Dwelling Unit, or the main dwelling unit, created by the granting of a Special Exception by the Zoning Board of Adjustment? Yes/No (Circle One)

Please read and initial each line:

The owner of a Short-Term Lodging unit will be responsible for:

- a. Removal of trash in accordance with the City's ordinance;
- b. Ensuring that all parking of vehicles is on site;
- c. Ensuring that occupancy limits are not exceeded;
- d. Ensuring adherence to the noise ordinance (Chapter 167);
- e. Any other site specific conditions imposed as part of the approval.

LOCAL EMERGENCY CONTACT PERSON: _____ PHONE NUMBER: _____

An appointment will be made to inspect the property as part of the review process.

Approval for Short-Term Lodging use will be in effect for two years from date of approval and must be renewed every two years from date of first approval according to fee schedule defined in section 235-92 of this chapter. Approval is owner specific; **change of ownership shall require a new application.**

Approvals may be revoked for failure to comply with this Ordinance or with any conditions of approval imposed as part of the approval. In general, the first violation of a requirement will result in a warning; the second in a civil penalty of \$275 per day; and the third in a revocation of the approval. If a revocation occurs, the owner may not apply for reinstatement for a period of one year.

Using a dwelling unit for Short-Term Lodging without an Administrative Approval, or after a previous approval has expired or was revoked, will subject the property owner to fines and penalties outlined in section 235-82 of this chapter.

APPLICATION AUTHORIZATION I hereby make application to the City of Laconia for the above-referenced property for Short Term Lodging. To the best of my knowledge the information provided herein is accurate and is in accordance with the Zoning Ordinance and land use regulations of the City. The City of Laconia city employees are authorized to enter the property for purposes of reviewing this application and for inspecting the property as required in the Short Term Lodging Ordinance. Sign as appropriate.

Print Property Owner name

Signature of Property Owner

Date

Approval

APPL. # _____ Approved by: _____ Date: _____

Approval Expires: _____ Date Abutters Notices Mailed: _____

Comments/conditions:

APPEAL PROCESS: Pursuant to RSA 677:15, an aggrieved party may appeal this decision to the ZBA pursuant to RSA 676:5, III within 30 days of the date of the decision.