

# **TOWN OF GILFORD PLANNING BOARD**

## **Short-Term Rental Conditional Use Permit**

### **APPLICATION INSTRUCTIONS**

Please read these instructions carefully. Contact the Planning Department at (603) 527-4727 if you have any questions or visit our website at [www.gilfordnh.org](http://www.gilfordnh.org).

#### **SUBMISSION REQUIREMENTS FOR CONDITIONAL USE PERMITS FOR SHORT-TERM RENTALS:**

1. Thirteen (13) plan sets drawn to scale. 11"x17", 17" x 22", 22" x 34", or 24" x 36" only.
2. If the original is larger than 11"x17", thirteen (13) reduced plan sets that are 11" x 17".
3. Thirteen (13) copies of the completed application (NOT including the abutters' list) with appropriate boxes checked or initialed by applicant as called for in the ordinance and on the forms.
4. Items listed in the Requirements Checklist shall be provided and all required standards met.
5. Waiver requests (if applicable).
6. Owner/Agent authorization letter.
7. Abutter list – To include all abutters as required by RSA 672:3 and 676:4(d), the property owner, and any lawyer, engineer, surveyor, wetland scientist, etc. who has worked on the project. Must include mailing addresses.

**FEES:** An application fee of **\$200**, plus any applicable abutter notification fees, are due upon submission. **All application fees are non-refundable whether the application is approved, denied, or withdrawn.** Please refer to the fee schedule available online and at the Gilford Department of Planning & Land Use.

**SIGNATURES:** A property owner must sign the application form; however, an agent may sign on behalf of an owner provided an original signed letter of authorization from the owner is provided.

**WAIVER REQUESTS:** Waiver requests are required for submittal and considered part of a complete application. Requests for waivers from standards of the Subdivision and Site Plan Review Regulations must reference the name and section of the regulation. All waiver requests must be accompanied by supporting documentation and be attached to or enclosed with this application. Waivers will not typically be needed.

**ABUTTERS:** Abutter information is required by RSA 672:3 and 676:4 (d). It is the applicant's responsibility to submit accurate abutter information obtained no more than within five (5) days prior to the submittal date. **Applicant is responsible for correct abutter information and for any changes prior to application deadline.** Incorrect abutter information may cause the application to not be heard by the Planning Board. Per RSA 676:4, I, (b) – The applicant shall submit the mailing information for all the abutters as defined in RSA 672:3. Applicant shall submit business-size envelopes with abutter mailing address affixed, the "Town of Gilford" as return address, the required certified postage affixed and Certified Mail Receipts with abutters' addresses affixed to the certified slip, OR submit two (2) sets of mailing labels and pay a fee of \$8.00 per abutter to be included in application fee total.

**CHECKLIST:** Completed short-term rental conditional use permit checklist is required with the application.

**FINAL PLANS:** After the conditional use permit is approved, a notice of decision will be issued by the Department of Planning & Land Use. That will explain to you the motion to approve your application and related conditions of approval, or the motion to deny your application with any findings as to why it was denied. A motion to approve may require you to take further actions and those will be explained in the notice of decision. After your application is approved and your plan signed by the Planning Board chairman, your use may commence.

If you have any questions about the application process, please call 603-527-4727.

# Short-Term Rental

## Gilford Planning Board Conditional Use Permit Application

Gilford Department of Planning & Land Use • 47 Cherry Valley Road • Gilford, NH 03249 • (603) 527-4727



This form is required for Short-Term Rental conditional use permit applications. Complete this form and provide all required application materials called for in Article 22 of the Gilford Zoning Ordinance with your application. The inspection called for in Section 22.4.4 should be conducted after the application is submitted and before the matter appears before the Planning Board. The applicant is responsible for scheduling the inspection.

APPLICANT INFORMATION	
Applicant (if different from owner):	Date:
Authorized Agent if LLC, Corp., etc.:	
Address:	
City:	State: Zip:
Phone #:	Email:
PROPERTY OWNER INFORMATION	
Property Owner Name:	
Authorized Agent if LLC, Corp., etc.:	
Address:	
City:	State: Zip:
Phone #:	Email:
EMERGENCY CONTACT	
Name:	
Address:	
City:	State: Zip:
24 Hour Phone #:	Email:
SHORT-TERM RENTAL PROPERTY INFORMATION	
Address of proposed short-term rental unit:	
Tax map & lot #:	Zoning district:
Select all that apply: <input type="checkbox"/> Year-round use <input type="checkbox"/> Seasonal use <input type="checkbox"/> Single-family residence <input type="checkbox"/> Two-family residence <input type="checkbox"/> Accessory apartment to be STR <input type="checkbox"/> Property served by septic system <input type="checkbox"/> Property served by sewer	Proposed # of sleeping areas: _____ Septic system capacity: _____ gpd Proposed # of overnight guests: _____ # parking spaces required: _____ # parking spaces provided: _____
<b>FOR OFFICE USE ONLY</b>	
Inspection Completed per §22.4.4 (date; pass/fail):	Re-inspection (date; pass/fail):

## REQUIREMENTS CHECKLIST

*Check the box if the following items are provided.*

Applicant	DPLU Staff only	Planning Board only	Check if completed. If not applicable write N/A & provide explanation below.
			<b>Application Form.</b> A completed application form. §22.4.1(a)
			<b>Site Plan.</b> Sketch, to scale, of the property showing structures, parking spaces, septic systems, wells, property lines, & outside amenities. §22.4.1(b)
			<b>Floor Plan.</b> A plan showing the layout of each floor of the building to be used as a short-term rental, including all sleeping areas and the beds for those sleeping areas, bathrooms, and kitchen amenities. §22.4.1(c)
			<b>Emergency Contact.</b> The name, address, and twenty-four (24) hour contact phone number for the owner or owner's agent who can be contacted in case of emergency. This person or business must be able and available to be on site within sixty (60) minutes if requested by the Town or emergency services. §22.4.1(d)
			<b>Septic Systems.</b> Proof that the septic system on the property can handle three hundred (300) gallons per day, plus one hundred fifty (150) gallons per day for each sleeping area identified on the property in excess of two (2). Satisfactory proof shall include either (i) a State of New Hampshire ISDS Permit showing approval for the proposed occupant load, or (ii) proof that the system has been pumped and inspected within the prior twelve (12) months by a qualified professional and is in good operating condition. If there is no ISDS Permit due to the system predating any applicable permitting requirements or for other good cause, this requirement may be satisfied by providing a letter from a New Hampshire Licensed Septic Inspector stating the Septic System is appropriately sized and is in good working order. Applicants whose properties are connected to a municipal sewer system shall not be required to provide the proof set forth in this Section 22.4.1(e). §22.4.1(e)
			<b>Garbage.</b> Approvable plan for trash storage and removal. §22.4.1(f)
			<b>Life Safety.</b> Approval from Gilford Fire Chief or his/her authorized designee that the Property complies with State Fire Code & Life Safety Codes. §22.4.1(g)
			<b>Application Fee.</b> Application and abutter notification fees. §22.4.1(h)
			<b>Posting.</b> Notice for posting at front door as required in §22.6.6.
			<b>Owner Information.</b> The owner shall provide the Town with the owner's mailing address, phone number, and email contact information, and shall update the Town upon the change of any such information. §22.6.7

Explain N/A Noted Above (attach page if needed):

## ACKNOWLEDGEMENT OF STANDARDS

*By initialing the following items applicant affirms that the proposed short-term rental will comply with all listed requirements. If not applicable write N/A and provide written explanation.*

<b>Sleeping Areas</b>	
	Only the rooms designated and approved as sleeping areas shall be used for sleeping. Sleeping areas shall only be used by the number of guests identified in the application. §22.6.1
<b>Guests</b>	
	Max of 2 people allowed per sleeping area plus 2 guests. Children under 3 count as ½ person for calculating occupant load. §22.6.2(a)
	The maximum number of people allowed on the property between the hours of 12:00 midnight and 8:00 a.m. shall not exceed the approved occupant load. §22.6.2(b)
	Compliance with the provisions of this section and the conditions in the Conditional Use permit shall be the responsibility of the owner. The owner shall be responsible for the conduct of their guests and violations of this Ordinance or the Conditional Use Permit by guests and occupants shall be enforceable against the owner. §22.6.2(c)
	The owner shall maintain records identifying the name, address, contact information and dates of stay for all occupants, and shall make such information available to the Town within forty-eight (48) hours of the Town's request. §22.6.2(d)
<b>Parking</b>	
	For properties not located in the Island Residential Zone, a maximum of one (1) vehicle per sleeping area is permitted. All guests' vehicles shall be parked on the property and shall be parked in an approved parking space. Owners shall be required to comply with all Town ordinances and regulations related to parking, including chapter 24. §22.6.3(a)
	For properties located in the Island Residential Zone where parking for guests is located in Gilford, a maximum of one (1) vehicle per sleeping area is permitted. Applicants shall demonstrate an approvable plan for parking and all guests' vehicles shall be parked in an approved parking space. Owners shall be required to comply with all Town ordinances and regulations related to parking, including chapter 24. §22.6.3(b)
<b>Dumpsters</b>	
	Dumpsters shall be placed in observance of primary building setbacks and shall be fully enclosed with an opaque gated fence at least six (6) feet high. §22.6.4

Noise	
	Short Term Rentals shall not interfere with the neighbors' peaceful enjoyment of their property and shall comply with all applicable provisions of the Town's Zoning Ordinance and Town Ordinance chapter 17, related to noise. §22.6.5(a)
	Noise complaints, when reported to the Town, may constitute a violation of this ordinance when the reporting party is willing to make a written complaint or provide evidence of excessive noise. §22.6.5(b)
	The owner shall remain responsible for the conduct of all guests and occupants and shall ensure that the use of the property does not constitute a nuisance, as that term is defined by Section 6.2 of this Zoning Ordinance. §22.6.5(c)
Posting	
	Each Short-Term Rental shall have a clearly posted and legible notice, on or adjacent to the front door, stating the information bulleted below. §22.6.6
	<ul style="list-style-type: none"> <li>• The name of the owner or owner's agent with their twenty-four (24) hour phone number. §22.6.6(a)</li> <li>• The maximum number of occupants permitted by conditional use permit. §22.6.6(b)</li> <li>• The maximum number of vehicles permitted on the property and a statement that all vehicles must be parked on the property. §22.6.6(c)</li> <li>• If there is a fire pit, the requirement to get a permit before use and to burn only campfire wood. §22.6.6(d)</li> <li>• If pets are permitted, the requirement to keep pets under control and off other peoples' property. §22.6.6(e)</li> <li>• Name and phone number of the Gilford Fire Department and a statement to call 911 in case of emergency for police, fire, or emergency medical services (EMS). §22.6.6(f)</li> <li>• A copy of the conditional use permit. §22.6.6(g)</li> </ul>

Explain N/A Noted Above (attach page if needed):

*For Planning Board Use Only*

**APPROVAL CRITERIA REVIEW**

*Section 22.5*

	<b>Complete Application.</b> Application is complete. §22.5.1
	<b>No Outstanding Violations.</b> There are no unresolved violations of the Zoning Ordinance on the property. §22.5.2
	<b>Parking Space per Sleeping Area.</b> There is a minimum of 1 parking space per sleeping area provided on site. Does not apply to lots in IR Zone. §22.5.3 & 22.6.3
	<b>Septic System.</b> The septic system is in good working condition and of sufficient capacity for the occupant load, or the property is connected to public sewer. §22.5.4
	<b>Fire &amp; Life Safety Code.</b> The property complies with all application provisions of the State Fire Code and NFPA Life Safety Code, all sleeping areas have compliant means of egress and escape, and property has compliant number of working smoke detectors and carbon monoxide (CO) detectors. §22.5.5
	<b>Compliance with STR Regulations.</b> Property complies with all STR regulations set forth in Section 22.6. For details of compliance see Acknowledgement of Standards and Requirements Checklists. §22.5.6
	<b>Permitted Occupant Load</b> (maximum # of individuals permitted to sleep on site). §22.2.3

**Applicant's Signature**

*By signing below, I certify that the information provided above is true and correct to the best of my knowledge and ability.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner's Signature** (if Owner is different from Applicant)

*By signing below, I authorize the applicant to submit this application.*

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee Paid: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

## ARTICLE 22. SHORT-TERM RENTAL

- §22.1 Purpose and Applicability
- §22.2 Definitions
- §22.3 Conditional Use Permit Required
- §22.4 Permit Application Procedure
- §22.5 Approval Criteria
- §22.6 Regulations
- §22.7 Violations and Penalties
- §22.8 Effective Date

### **22.1 Purpose and Applicability**

**22.1.1 Purpose** – The purpose of this Article is to regulate the impact of short-term rental of dwelling units by establishing a permitting system to ensure that the operation of the short-term rental is conducted in a manner that promotes the health, safety, and welfare of the community and neighborhood in which the use is conducted, protects property values, and ensures appropriate use of natural and municipal resources. Pursuant to that purpose, this Article further establishes regulations related to the operation, occupancy, owner responsibilities, tenant responsibilities, nuisance oversight, and life safety standards and inspections of short-term rentals.

**22.1.2 Applicability** – This Article shall apply to short-term rentals as that term is defined in Section 22.2.1 below. This article shall not apply to properties that are rented to transient occupancies when the property is used as the owner’s primary residence or seasonal residence. This article shall not apply to occupancies that do not constitute transient occupancies, defined as the rental of a property for more than ninety (90) consecutive days.

### **22.2 Definitions**

**22.2.1 Short Term Rental** – The rental of a dwelling unit for periods of up to thirty (30) consecutive days to transient occupants, lodgers, or guests, rented or offered for rent for thirty (30) or more days in a calendar year, and where the dwelling unit does not otherwise constitute a hotel, motel, bed-and-breakfast, cottage colony, boarding house, campground, or other similar uses.

**22.2.2 Sleeping Area** – Any room that has a bed, bunk beds, daybed, murphy bed, or other furniture for sleeping, including, and without limitation, pull-out couch or futon. To be a valid sleeping area, there must be within the room a primary means of egress, a secondary means of escape, and working carbon monoxide detectors and/or alarms and working smoke detectors and/or alarms as per chapter 24 of NFPA 101, *The Life Safety Code*, the State Fire Code, and RSA 153:10-a. Lofts accessed by ladders are not valid for sleeping areas. A room designated as a sleeping area shall require a minimum of seventy (70) square feet of floor area. A single room may contain no more than one (1) sleeping area.

**22.2.3 Occupant Load** – The maximum number of individuals permitted to sleep on the property, as determined by the Planning Board, and as capable of being safely accommodated by the property’s septic system if the property is so equipped, and in accordance with life safety considerations.

**22.2.4 Primary Residence** – A dwelling that is occupied by its owner for a majority of the year.

**22.2.5 Seasonal Residence** – A dwelling that is occupied for less than a majority of the year, and which is occupied by its owner for a majority of the time that the dwelling is occupied. For example, a seasonal island property accessible only by boat where the owner occupies the dwelling from June through September, but rents it out for three (3) weeks each summer.

### **22.3 Conditional Use Permit Required**

**22.3.1** – Short-Term Rentals are allowed in such districts in which single-family residences and/or two-family residences are permitted, or on parcels where a single-family or two-family residence has already been permitted by a special exception, and upon issuance of a Conditional Use Permit by the Planning Board.

**22.3.2** – No dwelling unit may be rented or offered for rent as a short-term rental without first obtaining a Conditional Use Permit from the Planning Board.

**22.3.3** – Notice of any Conditional Use Permit application shall be provided to abutters by first class mail within ten (10) days of the Planning Board acting on such application.

**22.3.4** – Violation of this section shall be subject to Article 23 of this Zoning Ordinance and shall be subject to injunctive relief and/or civil fines and penalties as set forth in RSA 676:16, :17, and :17-a.

**22.3.5** – This Article allows for the Planning Board to review individual applications and make unique decisions on those applications when unforeseen circumstances or unintended consequences occur.

**22.4 Permit Application Procedure** – A Conditional Use Permit as defined in RSA 674:21(II) is required for all short-term rentals.

**22.4.1 Application Requirements** – The following information and documentation shall accompany the application for a Conditional Use Permit and be provided to the Town:

- (a) **Application Form**. A completed application form, which may be obtained from the Town of Gilford’s website, or the Department of Planning and Land Use.
- (b) **Site Plan**. Sketch, to scale, of the property showing structures, parking spaces, septic systems, wells, property lines, and outside amenities.

- (c) **Floor Plan.** A plan showing the layout of each floor of the building to be used as a short-term rental, including all sleeping areas and the beds for those sleeping areas, bathrooms, and kitchen amenities.
- (d) **Emergency Contact.** The name, address, and twenty-four (24) hour contact phone number for the owner or owner's agent who can be contacted in case of emergency. This person or business must be able and available to be on site within sixty (60) minutes if requested by the Town or emergency services.
- (e) **Septic Systems.** Proof that the septic system on the property can handle three hundred (300) gallons per day, plus one hundred fifty (150) gallons per day for each sleeping area identified on the property in excess of two (2). Satisfactory proof shall include either (i) a State of New Hampshire ISDS Permit showing approval for the proposed occupant load, or (ii) proof that the system has been pumped and inspected within the prior twelve (12) months by a qualified professional and is in good operating condition. If there is no ISDS Permit due to the system predating any applicable permitting requirements or for other good cause, this requirement may be satisfied by providing a letter from a New Hampshire Licensed Septic Inspector stating the Septic System is appropriately sized and is in good working order. Applicants whose properties are connected to a municipal sewer system shall not be required to provide the proof set forth in this Section 22.4.1(e).
- (f) **Garbage.** Short term rentals shall demonstrate an approvable plan for trash storage and removal.
- (g) **Life Safety.** Approval from the Gilford Fire Chief or the Fire Chief's authorized designee that the Property complies with all applicable provisions of the State Fire Code and all applicable Life Safety Codes.
- (h) **Application Fee.** An application fee as established by the Board of Selectmen as well as the cost for all needed abutter notifications.

**22.4.2 Duration of Permit** – The Conditional Use Permit shall be initially valid for three (3) years from the date of issuance. Permits may be renewed in accordance with Section 22.4.4. Upon demonstration of a history of compliance with the Permit conditions since the issuance of the Permit, the Department of Planning and Land Use shall be authorized to issue a Permit renewal for additional three (3) year periods. Permits are not transferable and shall not run with the land. Upon expiration of the permit, the short-term rental use shall immediately cease and any further use of the property for short term rentals shall constitute a violation of this section.

**22.4.3 Permit Renewals** – A Conditional Use Permit may be renewed prior to the lapse or termination of the Permit which renewal shall be valid for three (3) years. To obtain a renewal, the owner must submit a Conditional Use Permit renewal application together with the certification set forth in Section 22.4.1(e) and (g) to the Planning Board within sixty (60) days of the expiration of the Conditional Use Permit. Upon receipt of such an application request, the Planning Board may grant such request, provided no material changes have occurred to the property, there have been no alterations of sleeping areas or the capacities of sleeping areas, and all life safety and septic equipment remain in good working condition.

The burden shall be on the owner to demonstrate satisfaction of all criteria necessary for the grant of a conditional use permit renewal.

**22.4.4 Inspections** – In considering an application for a short-term rental and any renewal thereof, the Planning Board or the Planning Board’s authorized designee may conduct an inspection to ensure that all regulations set forth in Section 22.6 are satisfied, including, but not limited to, the State Fire Code and the NFPA Life Safety Code, and to confirm the number of bedrooms and sleeping areas in the Property.

**22.4.5 Conditions of Approval** – In granting a Conditional Use Permit, the Planning Board may impose such conditions as are reasonable and necessary to satisfy the purpose of this section, including, but not limited to, imposing a limitation on the period during which the property may be used as a short-term rental, limiting the number of vehicles that may be parked on the property, and/or limiting the number of vehicles that may be parked on the street.

**22.4.6 False or Misleading Information** – If it is determined that an owner has provided false or misleading information in support of an application for a conditional use permit, the Planning Board may deny said application or, in the case of a permit previously issued, revoke that permit.

**22.5 Approval Criteria** – The short-term rental Conditional Use Permit approval shall be issued by the Planning Board upon satisfaction of the following:

**22.5.1** – The application is complete.

**22.5.2** – There are no outstanding violations of any provision of this Zoning Ordinance associated with the Property with the Town.

**22.5.3** – A minimum of one (1) parking space per sleeping area is provided on site. This requirement shall not apply to properties located in the Island Residential Zone. (See Section 22.6.3 – Parking)

**22.5.4** – The septic system on the property is in good working condition and is of a sufficient capacity for the proposed occupant load, or the dwelling is connected to municipal sewer.

**22.5.5** – The property complies with all application provisions of the State Fire Code and the NFPA Life Safety Code, all sleeping areas have compliant means of egress and escape, and the property has a compliant number of working smoke detectors and carbon monoxide detectors.

**22.5.6** – The property complies with all the regulations for short-term rentals set forth in Section 22.6.



## **22.6 Regulations**

**22.6.1 Sleeping Areas** – Only the rooms designated as sleeping areas in the application, shown on the floor plan, and approved by the Town, shall be used for sleeping. Said rooms shall only be used for sleeping areas by the number of guests identified in the application.

### **22.6.2 Guests –**

- (a) The maximum number of overnight guests permitted in a short-term rental shall not be more than two (2) person per sleeping area, plus two (2) additional guests. Children under three (3) years shall count as one half ( $\frac{1}{2}$ ) of a person for the purposes of calculating occupant load.
- (b) The maximum number of people allowed on the property between the hours of 12:00 midnight and 8:00 a.m. shall not exceed the approved occupant load.
- (c) Compliance with the provisions of this section and the conditions in the Conditional Use permit shall be the responsibility of the owner. The owner shall be responsible for the conduct of their guests and violations of this Ordinance or the Conditional Use Permit by guests and occupants shall be enforceable against the owner.
- (d) The owner shall maintain records identifying the name, address, contact information and dates of stay for all occupants, and shall make such information available to the Town within forty-eight (48) hours of the Town's request.

### **22.6.3 Parking –**

- (a) For properties not located in the Island Residential Zone, a maximum of one (1) vehicle per sleeping area is permitted. All guests' vehicles shall be parked on the property and shall be parked in an approved parking space. Owners shall be required to comply with all Town ordinances and regulations related to parking, including chapter 24.
- (b) For properties located in the Island Residential Zone where parking for guests is located in Gilford, a maximum of one (1) vehicle per sleeping area is permitted. Applicants shall demonstrate an approvable plan for parking and all guests' vehicles shall be parked in an approved parking space. Owners shall be required to comply with all Town ordinances and regulations related to parking, including chapter 24.

**22.6.4 Dumpsters** – Dumpsters shall be placed in observance of primary building setbacks and shall be fully enclosed with an opaque gated fence at least six (6) feet high.

### **22.6.5 Noise –**

- (a) Short Term Rentals shall not interfere with the neighbors' peaceful enjoyment of their property and shall comply with all applicable provisions of the Town's Zoning Ordinance and Town Ordinance chapter 17, related to noise.

- (b) Noise complaints, when reported to the Town, may constitute a violation of this ordinance when the reporting party is willing to make a written complaint or provide evidence of excessive noise.
- (c) The owner shall remain responsible for the conduct of all guests and occupants and shall ensure that the use of the property does not constitute a nuisance, as that term is defined by Section 6.2 of this Zoning Ordinance.

**22.6.6 Posting** – Each Short-Term Rental shall have a clearly posted and legible notice, on or adjacent to the front door, containing the following information:

- (a) The name of the owner or owner’s agent with their twenty-four (24) hour phone number.
- (b) The maximum number of occupants permitted by conditional use permit.
- (c) The maximum number of vehicles permitted on the property and a statement that all vehicles must be parked on the property.
- (d) If there is a Fire Pit, the requirement to get a permit before use and to burn only campfire wood.
- (e) If Pets are permitted, the requirement to keep pets under control and off other peoples’ property.
- (f) Name and phone number of the Gilford Fire Department and a statement to call 911 in case of emergency for police, fire, or emergency medical services (EMS).
- (g) A copy of the conditional use permit.

**22.6.7 Owner Information** – The owner shall provide the Town with the owner’s mailing address, phone number, and email contact information, and shall update the Town upon the change of any such information.

## **22.7 Violations and Penalties**

**22.7.1** – Violation of this section shall be subject to Article 23 of this Zoning Ordinance and shall be subject to injunctive relief and/or civil fines and penalties as set forth in RSA 676:16, :17, and :17-a.

**22.7.2** – Failure to correct a violation upon the issuance of two (2) notices of violation and/or cease and desist orders within a twelve (12) month period from date of first violation shall constitute grounds for revocation of the conditional use permit.

**22.7.3** – Any owner who has had his/her conditional use permit revoked under this section, may not apply for a conditional use permit under this section for one (1) year from the date of revocation.

- (a) Revocation of a conditional use permit shall not affect other conditional use permits that owner may have for other properties located in the Town.
- (b) Should an owner have his/her conditional use permit for a particular short-term rental property revoked a second time, that owner may no longer obtain a short-term rental registration for that property.

**22.8 Effective Date** – This Article shall take effect July 1, 2023.

(Article 22 Created 03/14/23, War. Art. 2.1)



# *Gilford Fire-Rescue*

*Stephen M. Carrier, Chief    Bradley N. Ober, Deputy Chief*

***Community, Safety, Professional Service***

## **Procedure to Obtain a Permit to Kindle Fire**

### Property Owner:

- Obtain a written Permit to Kindle Fire directly from Gilford Fire-Rescue at 39 Cherry Valley Road.

Or

- Obtain an online Permit to Kindle Fire from NH Division of Forests and Lands at <https://nh.burnsafeamerica.com> (or search for NH Burn Permit).

### Non-Property Owner:

- Obtain a 'Permit to Kindle Fire Authorization' form from the property owner.
- With the Authorization in hand, obtain a written Permit to Kindle Fire directly from Gilford Fire-Rescue at 39 Cherry Valley Road.

Or

- With the Authorization in hand, obtain an online Permit to Kindle Fire from NH Division of Forests and Lands at <https://nh.burnsafeamerica.com> (or search for NH Burn Permit).

*The Permit to Kindle Fire Authorization form can be obtained at Gilford Fire-Rescue, 39 Cherry Valley Road or online at [www.gilfordnh.org](http://www.gilfordnh.org) (go to Fire-Rescue page)*

***39 Cherry Valley Road, Gilford, New Hampshire 03249***  
***Phone (603) 527-4758***  
***[gilfordfirerescue@gilfordnh.org](mailto:gilfordfirerescue@gilfordnh.org)***



**State of New Hampshire  
Permit To Kindle Fire Authorization  
Non-Property Owner**

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

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

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

Applicant: \_\_\_\_\_

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

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

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 Gilford, NH from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

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

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

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

Limitations imposed by Property Owner: \_\_\_\_\_

- 
- Category I Means a small controlled fire no greater than 2' in diameter contained within a ring of fire resistive material or in a portable fireplace at least 25' from any structure. There are not time constraints on this permit and can be issued for the season.
- Category II Means a small controlled fire no greater than 4' in diameter contained within a ring of fire resistive material or in a portable fireplace at least 25' from any structure. This fire may only be kindled between 5pm and 9am unless it is actively raining; this permit can be issued for the season.
- Category III Means any other fire not included in category I or II. This category must be at least 50' from any structure. This fire may only be kindled between 5pm and 9am unless it is actively raining. Weather permitting this permit may be issued for up to 3 days.

*This authorization form must be completed each time permission is granted.*