

**SHORT TERM LODGING APPLICATION *an application for Special Exception should accompany this application***

Fee \$ \_\_\_\_\_.00 ☐ Check # \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**PROPERTY INFORMATION:** Map \_\_\_\_\_ Street \_\_\_\_\_ Lot \_\_\_\_\_

**Zoning District** \_\_\_\_\_

Receipt Stamp:

*Short-Term Lodging is regulated by Canterbury Zoning Ordinance 2.11*

Owner Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address (No P.O. Box): \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

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

LOCAL EMERGENCY CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**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)

**Rental Unit Information:**

Attach Property Record Card (available from Assessing Office or online at Canterbury-nh.org)

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

Number of Bedrooms: \_\_\_\_\_ Are any bedrooms located in basement? Yes/No (Circle One)

Number of On-Site Parking spaces: \_\_\_\_\_ No on-street parking is allowed.

To be in compliance with the Town of Canterbury Zoning Article 2.11 and rent your property for Short Term Lodging the following must be followed:

- ☐ The owner of a proposed Short Term Lodging dwelling shall apply for the Special Exception and pay the review and abutter notification fees.
- ☐ The dwelling must pass a joint inspection by the Fire Department and the Building Code Enforcement Department.
- ☐ Combination Smoke & CO detectors must be installed and functioning in areas defined by the adopted codes.
- ☐ Windows and doors functioning as the primary and secondary means of egress shall conform to the current adopted Life Safety Code.
- ☐ No basement space shall be used as sleeping areas unless there are properly sized egress windows and/ or doors as defined by the adopted codes.
- ☐ A functional fire extinguisher shall be visibly installed in any kitchen area.

***NOTE: Inspections will be performed by the Code Enforcement Officer and Fire Department prior to the scheduling of a public hearing. 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.***

The owner of a Short-Term Lodging Unit will be responsible for ensuring that all parking of vehicles is on-site, that occupancy limits are not exceeded and any other site-specific condition imposed as part of the approval process.

Approval for Short-Term Lodging use will be in effect for **five years** from the date of approval and must be renewed by the Code Enforcement Officer after inspection to ensure that all conditions for approval are still in effect. **Change of ownership shall require a new application.**

Violation of this ordinance will subject the property owner to fines and penalties outlined in Article 10.0 of the Canterbury Zoning Ordinances consistent with NH RSA 676:17

APPLICATION AUTHORIZATION I hereby make application to the Town of Canterbury 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 Town. The Town of Canterbury 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
_____	_____	_____
Print Property Owner name	Signature of Property Owner	Date

\_\_\_\_\_

### **Approvals**

Approved by: \_\_\_\_\_ Code Enforcement      Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Fire Department      Date: \_\_\_\_\_

Approval Expires: \_\_\_\_\_

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.

## **2.11 LODGING, SHORT TERM**

The use is regulated to preserve the traditional character of residential neighborhoods that can be negatively impacted by this type of use and to help preserve the quality and quantity of the housing stock for year-round residential use. Allowable as either primary or accessory use. Permitted in all zones except industrial, providing the following conditions are met:

1. A Short-Term Lodging application will require a Special Exception approval from the Canterbury Zoning Board of Adjustment to determine suitability for this use, using the following criteria:
  - a. The owner of a proposed Short-Term Lodging dwelling unit shall apply for the Special Exception and pay the review and abutter notification fees.
  - b. As part of the application approval process, the dwelling unit must pass a joint inspection by the Fire Department and the Building Code Enforcement Officer which shall be limited to the following
    - i. Combination Smoke and CO detectors must be installed in areas defined by the Town's adopted codes and must be functioning.
    - ii. Windows and doors functioning as the primary and secondary means of egress shall conform to the current adopted Life Safety Code requirements for One- and Two-Family Dwellings.
    - iii. No basement space shall be used as sleeping areas unless there are properly sized egress windows and/or doors conforming to the Town'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 Town'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.
2. The Zoning Board of Adjustment may set other requirements or conditions as part of the approval process.
3. The owner of a Short-Term Lodging unit will be responsible for:
  - a. Ensuring that all parking of vehicles is on site;
  - b. Ensuring that occupancy limits are not exceeded;
  - c. Any other site-specific conditions imposed as part of the approval.
4. 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.
5. Approval for Short-Term Lodging use will be in effect for five years from date of approval and must be renewed by the Code Enforcement Officer after an inspection to ensure that all conditions for approval are still in effect.
6. Violation of this ordinance will subject the property owner to fines and penalties outlined in Article 10.0 of the Canterbury Zoning Ordinances consistent with NH RSA 676:17.