

**TOWN OF FRANCONIA NEW HAMPSHIRE**  
**SHORT-TERM RENTAL (STR) PERMIT APPLICATION**

1. Franconia Zoning Ordinances which “...seeks to protect existing property owners against a ‘new use’ nearby which may not only be incompatible or undesirable but may also be damaging by lowering the desirability or value of existing owner’s present property.”
2. Short term rental or vacation rental unit means any one family, two family, multi-family, mixed use, guest house or accessory dwelling unit residential structure offered for a fee for less than 30 consecutive days, per RSA 48-A1.
3. All STR’s must obtain a STR permit as of May 1<sup>st</sup> of each year. A permit application form is available online at [www.franconianh.org](http://www.franconianh.org), or at the town offices. Annual permit fees required, see application form.
4. The owner of any unpermitted STR unit will be subject to fines starting May 1, 2023, as follows:
  - a. Failure to obtain a permit within **10 days** of a written warning is a violation of this ordinance. Each day in violation of this ordinance, a **civil penalty of \$250 will accrue each day for up to 10 days.**
  - b. Failure to obtain a permit after 10 days of civil penalty, a “Cease-and-Desist” order will be issued, and the owner may no longer use the property for STR starting the date of the order. Any unit owner found to be operating as a STR after the “Cease-and-Desist” order will result in continued civil penalty of \$250 per day until resolved.
  - c. The town has the right to revoke a permit for any STR unit that becomes a nuisance. A nuisance is defined as any violation of Noise Ordinance, Dog Ordinance, Burning Ordinance, Wild Animal Ordinance, Winter Parking Ban Ordinance, or any health/safety issue identified by the Building Official, Police or Fire Department.
5. This action will require a minimum of three incidents within one year, validated by the Franconia Police Department, the NH State Police, or Building Official, where the contact person was notified of problematic occupant actions. Any unit owner found to be operating as a STR after revocation will be fined a civil penalty of \$250 a day until resolved.
6. If a permit is revoked, the owner may appeal the decision to the Board of Selectmen (BOS) within 30 days of the date of revocation, and the BOS can impose conditions upon the reinstatement of the permit.
7. Any comments or complaints related to STRs can be submitted to [www.franconianh.org](http://www.franconianh.org)

Approved by the Town of Franconia Board of Selection on this date, \_\_\_\_\_

Applicant Initials \_\_\_\_\_

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

New: \_\_\_\_\_

Renewal: \_\_\_\_\_

**1. PROPERTY OWNER INFORMATION: (include corporate name if applicable)**

STR Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

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

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. LOCAL POINT OF CONTACT OR MANAGER: (IF APPLICABLE):**

Name: \_\_\_\_\_

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

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. TYPE OF SHORT-TERM RENTAL AND REGISTRATION FEES:**

- a. **Payment Due Annually no later than May 1<sup>st</sup>**
- b. **Registration Fee includes annual safety Inspection.**
- c. **Registration Fee:**
  - i. **Initial registration: \$300.00**
  - ii. **Annual renewal Fee: \$250.00**

\_\_\_\_\_ **Type 1:** Owner occupied unit – is full-time residence. Please indicate what type of unit:

\_\_\_\_\_ Accessory Dwelling Unit (ADU)

\_\_\_\_\_ Bedroom

\_\_\_\_\_ Guest house

\_\_\_\_\_ **Type 2:** Non-owner-occupied unit(s) including investor properties and seasonal owner properties where owner is not in-residence when utilizing as a STR. Please indicate type of dwelling:

\_\_\_\_\_ Single-Unit dwelling

\_\_\_\_\_ Multi-Unit dwelling: Indicate how many units are being used as STR \_\_\_\_\_

**4. CURRENT NEW HAMPSHIRE MEAL'S AND ROOM (RENTAL) TAX LICENSE NUMBER:**

\_\_\_\_\_

**5. LIST OF TOWN ORDINANCES THAT ARE STRICTLY ENFORCED AND MUST BE DISPLAYED INSIDE THE PROPERTY (PLEASE INITIAL YOUR AGREEMENT)**

- a. Noise Ordinance \_\_\_\_\_
- b. Dog Ordinance \_\_\_\_\_
- c. Burning Ordinance \_\_\_\_\_
- d. Wild Animal Ordinance \_\_\_\_\_

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e. Winter Parking Ban Ordinance \_\_\_\_\_

Town Ordinances and Transfer Station hours can be viewed at: [www.franconianh.org](http://www.franconianh.org)

**6. ACKNOWLEDGMENT:**

APPLICATION AUTHORIZATION: I hereby make an application to the Town of Franconia for a Short-Term Rental Permit for the above referenced property. To the best of my knowledge the information provided herein is accurate, and this property is currently in accordance with the zoning ordinance and land-use regulations of the town. I understand a safety inspection of the property is required for this permit and authorize town safety officials to schedule the inspection and enter the property to complete.

\_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature

**7. FOR TOWN USE:**

\_\_\_\_\_ Date \_\_\_\_\_  
Building Official Signature

Permit Fee Paid: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Applicant Initials \_\_\_\_\_