

**The purpose of the Town of Sugar Hill Short Term Rental (STR) Regulations** are to allow short term rentals, as allowed by the Sugar Hill Zoning Ordinance, for the benefit of both homeowners and visitors to our community. We want to ensure **safety and minimize neighborhood disruption** that could result from this type of business activity by requiring permits pursuant to RSA 41:11-c. Sugar Hill strives to preserve the traditional character of residential neighborhoods that can be negatively impacted by this use and help preserve the quality and quantity of housing stock for year-round residential use.

**Short-Term Rental:** A single-family dwelling, or owner-occupied two-family dwelling or owner occupied single-family dwelling with accessory dwelling unit where one unit only is offered for transient use for compensation. Refers only to dwelling units that would normally be considered a residential use not associated with Tourist Homes.

**Transient:** Describes a room, number of rooms, or dwelling unit that is offered for rent in increments of less than 30 days.

### **Permit Criteria**

Each of the following must be documented to the satisfaction of the Zoning Officer/Select Board prior to the issuance of a Zoning Permit for a Short-Term Rental:

All STR unit owners must obtain a STR permit as of September 30 of each year. A permit form is available online at [www.sugarhillnh.org](http://www.sugarhillnh.org) or at the town office. The permit shall be valid for one year.

1. Access to the dwelling is provided by a Town or State-maintained road, or private road that has not been the subject of a waiver pursuant to RSA 674:41 and that has been approved by the Planning Board.
2. The dwelling is served by one on-site parking space for each permitted bedroom plus one additional parking space.
3. The septic system is properly-functioning, with a NHDES permit on file for the number of bedrooms. For systems without a NHDES permit on file, an evaluation by a NH Certified Septic System Evaluator will be required, along with a current ZONING ORDINANCE SUGAR HILL, NH As Amended March 12, 2024 Page 30 of 53 NHDES-approved design to be constructed in the event of system failure.
4. Documentation must be provided prior to the issuance of a permit of a test of drinking water for total coliform by a New Hampshire Environmental Laboratory Accreditation Program-accredited lab showing the absence of coliform bacteria.
5. The dwelling is in compliance with all applicable building, health and life safety codes.
6. The maximum number of people that the dwelling unit can be advertised for in any published listing or other form of marketing shall be two (2) people in each bedroom listed on the town tax card plus two (2) additional people.

# SHORT TERM RENTAL ZONING PERMIT APPLICATION

## TOWN OF SUGAR HILL

1411 ROUTE 117, PO BOX 574 Sugar Hill, NH 03586  
[selectmen@sugarhill.org](mailto:selectmen@sugarhill.org) Phone: 603 823-8468 Fax: 603 823-8446

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

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

\$250.00 APPLICATION FEE PAID: YES \_\_\_ NO \_\_\_ (OFFICE USE ONLY)

*PLEASE MAKE CHECK PAYABLE TO THE: TOWN OF SUGAR HILL*

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 LOCATION: \_\_\_\_\_

TYPE OF STR: ADU \_\_\_ BEDROOM \_\_\_ SINGLE UNIT \_\_\_\_\_ MULTI-DWELLING \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ MAP: \_\_\_\_\_ LOT # \_\_\_\_\_ SUB LOT# \_\_\_\_\_

Name(s): \_\_\_\_\_

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

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

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

Phone Number: \_\_\_\_\_

**PLEASE IDENTIFY A PERSON WITHIN THE STATE OF NEW HAMPSHIRE THAT THE PROPERTY OWNER AUTHORIZES TO ACCEPT SERVICE OF PROCESS FOR ANY LEGAL PROCEEDING THAT MAY BE BROUGHT AGAINST THE OWNER OF THE PROPERTY:**

Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER IN SUPPORT OF SHORT TERM RENTAL ZONING PERMIT APPLICATION**

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. I have / have not (*circle only one*) used the STR Property as a Short Term Rental prior to September 30, 2024.
  3. 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.
  4. I have read NH Dept. of Safety Informational Bulletin 2020-05 (Smoke Alarm Device Requirements in Dwellings) and Informational Bulletin 2020-06 (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.
  5. I have read NH Dept. of Safety Informational Bulletin 2020-03 (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.
  6. 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.
  7. A functional fire extinguisher is visibly installed in any and all kitchen area(s) of the STR Property.
  8. 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.
  9. All vehicles shall be parked at the STR Property and in designated parking areas.
  10. I have provided proof of a current NH Meals and Rooms Tax license number for the STR Property.
- AND FURTHER, the Affiant sayeth not

Dated: \_\_\_\_\_ (signature)  
\_\_\_\_\_ (printed name)

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**

I/We understand and accept that a Short Term Rental Zoning Permit granted by the Town of Sugar Hill, based upon this application, does not relieve me/us from having to comply with any Local Ordinances - including noise, dog, burning, parking, alarm - 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 legal action and possibly a revocation of my/our Zoning Permit.

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 understand and accept that Short Term Rentals are limited unless the unit or another unit on the same property is occupied by at least one full time resident.

I/We hereby certify that the information provided in this Short Term Rental Zoning Permit. Application is true and that I/We have read and understand the Town of Sugar Hill Zoning Ordinance as it applies to the use of my/our property as a Short Term Rental.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Selectmen Approval:

Date of Approval: \_\_\_\_\_

**SUGAR HILL SHORT TERM RENTAL SAFETY SELF INSPECTION CHECKLIST**

- 911 Compliant Street Address Sign Readily Visible from the street (SHFD will provide it if needed at no cost).
- Adequate off-street parking and driveway to allow emergency vehicles access to the property.
- All egress doors can be opened from the inside without a key or code.
- All sleeping rooms have 2 egress exits of which one can be a window.
- All sleeping rooms have either a window or door that leads directly outside. Lofts accessible only by a ladder not used as a sleeping area.
- If a monitored fire detection system is in place at the home that a Key Box be readily available (SHFD can provide for a fee).
- All electrical outlets, junction boxes and similar devices have an appropriate cover.
- A photoelectric smoke detector will be located in each bedroom, outside the bedrooms and one on each floor.
- Except in new construction they do not need to be hard wired. The smoke detectors should be
- interconnected. Recommended if not hard wired that they be a 10 year battery. No smoke detectors in close proximity to kitchen stoves, fireplaces or in bathrooms.
- A carbon monoxide detector is on each floor. Except in new construction they do not need to be hard wired. They may be combination smoke and carbon monoxide detectors.
- No extension cords shall be used to replace permanent wiring and must connect directly to an outlet. No daisy chains of extension cords
- Solid fuel fireplaces and woodstoves to be installed as per required clearances and chimneys cleaned annually.
- The ability to contact 911 either with a landline or cell coverage from within the rental.
- Ground Fault Interrupter electrical outlets on all outlets with 6 feet of a source of water.
- Landings, deck, porches 30" or more above grade provided with guards to prevent falls.
- Stairs greater than 3 steps have handrails and balusters or other form of guard to prevent falling off the stairs.