

Town of Alton



Building Department P.O. Box 659 1 Monument Square Alton, NH 03809
Phone 603-875-2164 Fax 603-651-0732

APPLICATION FOR SHORT-TERM RENTAL PERMIT

The Town of Alton has adopted Regulations pursuant to NH RSA 41:11-c to allow short-term rental of properties to ensure the safety of renters, minimize neighborhood disruption, and maintain fairness related to paying for Town services. For more information, please refer to the Town of Alton Zoning Ordinance.

A. PROPERTY INFORMATION

Street Address _____ Zone: _____ Tax Map/Lot # _____
Number of Bedrooms _____ NH Rooms & Meals Tax License # _____

B. APPLICANT/PROPERTY OWNER INFORMATION (List all owners)

Name(s) _____ Phone # _____
Physical Address _____
Mailing Address _____ Email _____

C. EMERGENCY CONTACT (Designation letter required to be submitted with this application)

Name _____ Phone # _____
Mailing Address _____ Email _____

D. TYPE OF SHORT-TERM RENTAL (Please check one)

- I plan to offer a Single-Family Dwelling for rent.
 I plan to offer a Single-Family Dwelling with an Accessory Dwelling Unit for rent.
(Please circle which dwelling will be rented: single-family or accessory.)

E. DOCUMENTATION (To be submitted with this application)

1. Proof that access to the dwelling is provided by a Town- or State-maintained road, unless a Notice of Limitations/Waiver of Liability pursuant to RSA 674:41 has been recorded and provided to the Town, and the owner remains compliant with all terms therein stated. Failure to sign and record said Waiver, if required by RSA 674:41, or failure to comply with any conditions stated therein, shall result in denial of the Short-Term Rental Permit.
2. The location of parking spaces is to be detailed on a plan drawn generally to scale, on graph paper or on a photo of the property obtained on-line (ex. Google Earth image). Parking requirement is one (1) on-site parking space for each permitted bedroom, plus one (1) additional space (ex. a two-bedroom home requires three (3) parking spaces).
3. Proof of NH Department of Environmental Services (NHDES) approved and installed Septic System. If no system is on record, provide proof of satisfactory operation by a NH Certified Septic System Evaluator, and a current Construction Approval from NHDES so that a system can be constructed immediately should the existing system fail.
4. For dwellings not served by a public water supply, documentation shall be provided prior to the issuance of a permit, and annually thereafter, of a test for total coliform and E. coli by a NH Environmental Laboratory Accreditation Program-accredited lab showing the absence of coliform and E. coli.

F. REGULATIONS

BY SIGNING BELOW, I ATTEST TO THE FOLLOWING:

1. I understand that in accordance with the Town of Alton Zoning Ordinance, the use, Short-Term Rental, is allowed in all zones, except for the Residential (R) Zone where it is expressly prohibited.
2. If a Notice of Limitations/Waiver of Liability pursuant to RSA 674:41 is required, I understand it is my responsibility to disclose this information to renters in any published listing or other form of marketing and rental agreements that I have waived any liability to the Town and also indemnified the Town if emergency services cannot access the property due to the integrity of the road; this information shall also be posted where renters can clearly see it prior to inspection by town officials.
3. I understand that renters shall be informed that all vehicles shall be parked on the property in designated parking areas, and a parking plan shall be posted where renters can clearly see it prior to inspection by town officials.
4. I understand that renters shall be informed of all boundary lines to ensure that abutting land is not encroached.
5. If the property does not have an on-site potable water supply and filters water from alternative sources, I understand it is my responsibility to disclose this information to renters in any published listing or other form of marketing and rental agreements, and shall be posted where renters can clearly see it prior to inspection by town officials.
6. The bedroom count intended for overnight occupancy by renters shall match what is reflected in the town assessing records and any State Septic Approvals for the property.
7. The maximum number of occupants that a Single-Family Dwelling or Accessory Dwelling Unit shall be advertised for in any published listing or other form of marketing shall be two (2) occupants per bedroom, plus two (2) additional occupants. For example, a two- (2-) bedroom home would allow for up to six (6) occupants. Occupancy limits shall be posted where renters can clearly see it prior to inspection by town officials.
8. Smoke/CO detectors are installed prior to inspection by town officials as required by the NH State Building and Fire Codes; they shall be properly maintained and functioning at all times.
9. A functional 3A:40B:C (5-pound ABC extinguisher) fire extinguisher shall be visibly installed prior to inspection by town officials in any kitchen area at all times; an annual inspection of the fire extinguisher shall take place before the annual Town inspection, as noted in #16, and shall be performed by a certified party.
10. Windows and/or doors designated for emergency egress shall be maintained in operational order at all times.
11. No basement space shall be used as a sleeping area unless there are properly sized egress windows and/or doors conforming to the NH State Building and Fire Codes.
12. Renters shall be provided with a copy of the Town's Noise Ordinance; quiet hours shall be posted where renters can clearly see it prior to inspection by town officials.
13. A secure location for trash storage shall be provided, as well as posting instructions regarding trash disposal where renters can clearly see it prior to inspection by town officials.
14. If a fire pit is provided, I shall obtain a permit from the Fire Chief or their Designee prior to use, pursuant to RSA 227-L:17. I shall provide regulation information to renters and post the permit where renters can clearly see it prior to inspection by town officials.

15. I understand that it is my responsibility to ensure that an emergency contact is available to be out on-site as soon as reasonably possible, but not later than two (2) hours in the event of an emergency and not later than 24 hours for non-emergencies, in instances when I am not in the area. Contact information shall be posted where renters can clearly see it prior to inspection by town officials.
16. I understand that a permit is valid for twenty-four (24) months, and that an inspection of my property by town officials is mandatory prior to issuance and any future renewal of this permit. Inspections shall take place annually thereafter, in part by the Fire Department and Code Official or their Designee, or one or the other. If satisfactory results are found, after inspection, a certificate of occupancy will be issued and shall be posted where renters can clearly see it.
17. This permit is issued to the property owner at the discretion of the Alton Board of Selectmen (Board) or their Designee, and is not transferable. Failure to comply with all of the applicable Town Regulations may result in the suspension or revocation of this permit. See below for information on enforcement actions.
18. I understand that in accordance with Town building codes, at a minimum, a 911 number four (4") inches in height with contrasting colors shall be posted and installed at the road by the main entrance to the property prior to inspection by town officials.
19. I understand that there is a requirement to install a Knox Box with a master key as well as provide any passcodes for any fire alarm systems, and post emergency services contact information prior to inspection by town officials.
20. I understand that an emergency response plan (fire escape route) shall be posted next to the emergency services contact information and/or in sleeping areas.
21. I understand that the maximum number of visitors on site at a time shall be limited to four (4) to ensure that septic systems function properly, and that the visitors shall only be allowed on site between the hours of 7:00 A.M. and 11:00 P.M. This shall be disclosed to renters and be posted where renters can clearly see it prior to inspection by town officials.

Signature of Property Owner(s)

Date

G. ENFORCEMENT

The owner of any unpermitted Short-Term Rental, or a Short-Term Rental that fails to comply with the Regulations adopted by the Board, will be fined as follows starting *April 1, 2024*:

First offense: Written warning

Second offense, after allowing 10 days for registration or to come into compliance since receipt of notice of first offense: \$100

Third offense, after allowing 10 days for registration or to come into compliance since receipt of notice of second offense: \$500

Additional offenses, after allowing 10 days for registration or to come into compliance since third offense: \$1,000 per 10-day period.

H. DISCOVERY OF IMMINENT THREAT TO HEALTH, LIFE, OR SAFETY

Pursuant to NH RSA 147:4, 147:11, 147:16-a, or 154:21-a, should an imminent threat to health, life or safety be discovered, the Short-Term Rental shall be vacated, and the permit suspended until such time that the problem is corrected.

I. REVOCAION

The Board or their Designee may revoke a permit for any Short-Term Rental upon notice by the Town's Health Officer, Police Chief, Fire Chief, or Code Official or their Designee, that the dwelling is in violation of any item listed above in Section F. REGULATIONS, in addition to the fines noted above in Section G. ENFORCEMENT.

Revocation for violations of Section F. REGULATIONS, or renters otherwise causing a nuisance to neighboring properties or the public, each require a minimum of three (3) incidents within a rolling one- (1-) year period. Any owner found to be operating a Short-Term Rental after revocation of the permit will be fined \$1,000 per 10-day period.

If a permit is revoked, the owner may appeal the decision to the Board within 30 days of the date of revocation. The Board shall hold a hearing on the appeal within 45 days and either affirm the revocation or overturn the revocation. If the revocation is overturned, the Board can impose conditions upon the reinstatement of the permit.

Below this line for Town use only:

Comments/Conditions:

Alton Board of Selectmen (or Designee) Signature

Date

Town of Alton



Building Department P.O. Box 659 1 Monument Square Alton, NH 03809
Phone 603-875-2164 Fax 603-651-0732

SHORT-TERM RENTAL INSPECTION CHECKLIST

Street Address _____ Tax Map/Lot # _____

- If a waiver of liability pursuant to RSA 674:41 was required, information was posted informing the renter that the property owner waived any liability to the Town and also indemnified the Town if emergency services could not access the property due to the integrity of the road.
- A parking plan was posted.
- If the property does not have an on-site potable water supply and filters water from alternative sources, information regarding this was posted.
- The bedroom count intended for overnight occupancy by renters shall match what is reflected in the town assessing records and any State Septic Approvals for the property.
- Occupancy limits were posted.
- Smoke/CO detectors were installed as required by the NH State Building and Fire Codes.
- A functional (5-pound ABC extinguisher) fire extinguisher was visibly installed in the kitchen area and indicates that it has been inspected annually.
- Windows and/or doors designated for emergency egress were in operational order.
- If the basement was being used as a sleeping area, there were properly sized egress windows and/or doors conforming to the NH State Building and Fire Codes.
- Quiet hours were posted.
- A secure location for trash storage was provided, and instructions regarding trash disposal were posted.
- If a fire pit was provided, the permit was posted.
- Property owner/agent contact information was posted.
- A 911 number four (4") inches in height with contrasting colors was posted and installed at the road by the main entrance to the property.
- A Knox Box with a master key, and emergency contact numbers, as well as any passcodes for any fire alarm systems were posted.
- An emergency response plan (fire escape route) was posted next to contact information and/or in sleeping areas.
- The maximum number of visitors on site at a time shall be limited to four (4); this information was posted where renters can clearly see it.

Comments/Conditions:

Code Official (or Designee) Signature

Date

Fire Inspector Signature

Date

Excerpts from the Town of Alton Zoning Ordinance

SECTION 365 SHORT-TERM RENTAL

(Added 28 March 2023)

Each of the following must be documented to the satisfaction of the Code Official prior to the issuance of a permit for a short-term rental:

1. Access to the dwelling is provided by a Town or State-maintained road, or unless a waiver pursuant to RSA 674:41 has been recorded and provided to the Town and the owner remains compliant with all terms therein stated.
2. The dwelling is served by one (1) 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 NHDES-approved design to be constructed in the event of system failure.
4. For dwellings not served by a public water supply, documentation must be provided prior to the issuance of a permit and annually thereafter of a test for total coliform and E. coli 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. In a single-family home with an accessory dwelling unit, in accordance with SECTION 319 ACCESSORY DWELLING UNIT STANDARDS, only one of the two dwelling units may be utilized as a short-term rental.

Short-Term Rental: A single-family dwelling or accessory dwelling unit offered for transient use for compensation, and where the dwelling unit would otherwise be considered a residential living unit not associated with regulated commercial activities such as a Hotel, Motel, Lodging House, or Bed and Breakfast. See additional criteria outlined in SECTION 365 Short-term Rental. (Added 28 March 2023)

Transient: Describes a room, number of rooms, or dwelling unit that is offered for rent in increments of less than 30 days. (Added 28 March 2023)

**TOWN OF ALTON
NOISE CONTROL ORDINANCE**

ARTICLE I

Section I – EXCESSIVE LOUD NOISE

It is found and declared that:

- A. The making and creation of excessive, unnecessary loud noises within the Limits of the Town of Alton is a condition which has existed for some time and the extent and volume of such noises is increasing;
- B. The making, creation or maintenance of such excessive unnecessary, unnatural or unusually loud noises which are prolonged, unusual and unnatural in their time, place and create a detriment to public health, comfort convenience, safety, welfare and prosperity of the residents of the Town of Alton;
- C. The necessity in the public interest for the provisions and prohibitions hereinafter contained and enacted, is declared as a matter of legislative determination and public policy, and it is further declared that the provisions and prohibitions hereinafter contained and enacted are in pursuance of and for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare and prosperity and the peace and quiet of Alton and its inhabitants.

Section II – VIOLATION

- A. It shall be unlawful for any person to make, continue or cause to be made or continued any excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others, within the limits of the town.
- B. Any violation should be reported to the Police Department or Code Enforcement Office.

SECTION III – NOISES PROHIBITED – UNNECESSARY NOISE STANDARD

The following acts, among others, are declared to be loud disturbing and unnecessary noises in violation of this Ordinance, but said enumeration shall not be deemed to be exclusive, namely:

- A. **Horns, Signaling Devices, Etc.** The sounding of any horn or signaling device on any automobile, motorcycle, street car or other vehicle on any street or public place of the Town, except as a danger warning; the creation by means of any such signaling device of any unreasonable loud or harsh sound; and the sounding of any device for an unnecessary and unreasonable period of time. The use of any signaling device except one operated by hand or electricity; the use of any horn, whistle or other device operated by engine exhaust; and the use of any such signaling device when traffic is for any reason being held up.
- B. **Radios, Phonographs, Etc.** The using, operating or permitting to be played, used or operated any radio receiving set, musical instruments, phonograph, or other machine or device for the producing or reproducing of sound in such a manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machines or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, machine or device between the hours of 11:00pm and 7:00am in such a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.
- C. **Loud Speakers, Amplifiers for Advertising:** The using, operation or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loud speaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is “upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure.
- D. **Yelling, Shouting, Etc.** Yelling, shouting, hooting, whistling, or singing on the public street, particularly between the hours of 11:00pm and 7:00am, or in any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in any office, or in any dwelling, hotel, or other type of residence, or of any persons in the vicinity.

- E. **Animals, Birds, Etc.** The keeping of any animal or bird which by causing frequent or long continued noise shall disturb the comfort or repose of any persons in the vicinity applicable only to those zones that restrict agricultural uses under zoning regulations.
- F. **Steam Whistles:** The blowing of any locomotive steam whistle or steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of fire or danger, or upon request of proper Town authorities.
- G. **Exhausts:** The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor boats, or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises there from.
- H. **Defect in Vehicle or Load:** The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in such a manner as to create loud and unnecessary grating, grinding, rattling or other noise.
- I. **Loading, Unloading, Opening Boxes:** The creation of a loud and excessive noise in connection with loading or unloading any vehicle or the opening and destruction of bales, boxes, crates and containers. The loading or unloading of any sanitation vehicles in any district is allowed between the hours of 5:00am until midnight, Monday-Saturday and on Sunday from 7:00am to 7:00pm when creating noise as to be plainly audible in a residential district at a distance of 50 feet from such loading or unloading shall be prima facie evidence of a violation of this Section.
- J. **Construction or Repairing of Buildings:** The erection (including excavation), demolition, alteration or repair of any building other than between the hours of 6:30am and 9:00pm Monday – Friday and on Saturday and Sunday between the hours of 8:00am – 9:00pm a week, except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the Building Inspector, which permit may be granted for a period not to exceed three days or less while the emergency continues and which permit may be renewed for a period of three days or less while the emergency continues.

If the Building Inspector should determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets and highways within the hours of 9:00pm and 6:30am, and if he shall further determine that loss or inconvenience would result to any party in interest, he may grant permission for such work to be done within the hours of 9:00pm and 6:30am upon application being made at the time the permit for the work is awarded or during the progress of the work.

- K. **Schools, Courts, Churches, Hospitals:** The creation of any noise on streets adjacent to any school, institution of learning, church or court while the same are in use, or adjacent to any hospital which disturbs or unduly annoys patients in the hospital, provided conspicuous signs are displayed in such streets indicating that the same is a school, hospital or court street.
- L. **Hawkers and Peddlers:** The shouting and crying of peddlers, hawkers and vendors which disturbs the peace and quiet of the neighborhood.
- M. **Drums:** The use of any drum or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show or sale.
- N. **Metal Rails, Pillars and Columns, Transportation Thereof:** The transportation of rails, pillars, columns of iron, steel or other material over and along streets and other public places, upon cars, trays, cars, trucks or in any other manner to be loaded as to cause loud noises or as to disturb the peace and quiet of such streets or other public places.
- O. **Pile Drivers, Hammers, Etc.** The operation will be allowed between the hours of 6:30am – 9:00pm, Monday-Friday and on Saturday and Sunday between the hours of 8:00am to 9:00pm of any pile driver, excavators, pneumatic hammer, derrick, steam or electric hoist or other appliance, the use of which is attended by loud or unusual noise.
- P. **Blowers:** The operation of any noise creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise.

Section IV – WAIVER

Any person may apply for a waiver to this ordinance based on special events or for an unusual situation to the Board of Selectmen.

Section V – VIOLATION – MISDEMEANOR

Any person violating any of the provisions of this Ordinance shall be fined in an amount not exceeding One Thousand (\$1000) dollars. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder as follows:

1 st Offense	\$ 60.00
2 nd Offense	\$ 80.00
3 rd Offense	\$100.00

This Noise Ordinance approved: June 19, 2006 ALTON BOARD OF SELECTMEN

Town of Alton Highway Policies and Regulations
Section 16
Operating Procedures for Building Permit Permission Requests on
Class VI/Private Roads & Island Property

This procedure covers requests for building permits on existing Class VI/Private Roads & Island Property and will not apply to any road within a project approved by the Planning Board. The objective is to process in a fair and consistent manner any requests to build on these roads, balancing the rights of the property owner, and the impact on government services.

Class VI/Private Roads & Island Property:

- I. The property owner (hereinafter referred to as the "Applicant") will obtain the "Building Permit Permission Request" application packet, which includes the "Notice of Limitations of Responsibility and Waiver of Liability of the Town of Alton Pursuant to RSA 674:41" (hereinafter referred to as the "Waiver") from the Building Department after submission of a building permit. The completed application, additional required documentation, and the Waiver will be submitted to the Planning Department for processing.
- II. The request will be forwarded to the Department of Public Works (DPW), Fire, and Police Departments for review and comment.
- III. All Department Head Reviews should be returned to the Planning Department by the deadline stated. The Applicant will be provided with copies of the Department Head Reviews.
- IV. The application will be placed on the next available Planning Board agenda. Upon review and recommendation by the Planning Board, the Applicant will be provided with the Planning Board's comments. The request will then be forwarded to the Board of Selectmen's (Selectmen) office, and the entire application will then be scheduled for their review and decision.
- V. Both the Planning Department and Selectmen's Office will notify the applicant when the application is being reviewed to allow them the opportunity to attend the meetings.
- VI. If the request is approved, the Selectmen will sign the Waiver and provide it to the Applicant for recording at the Belknap County Registry of Deeds at the Applicant's expense. Original Waiver shall be submitted to the Building Department and a copy provided to the Selectmen.
- VII. If the application for a Class VI/Private Road or Island Property was approved with conditions related to road improvements: 1. Proof that those conditions have been completed to the satisfaction of the Town's DPW, and that the Waiver has been properly recorded, shall be provided to the Building Department prior to the issuance of a Building Permit; or, 2. The Selectmen may choose to accept security in the form of cash or letter of credit in an amount determined to be sufficient to complete the required road improvements in order for the Building Inspector to issue the permit prior to the improvements being completed. If this action is chosen, all road improvements shall be completed, and approved by the Town's DPW prior to the structure being occupied and a Certificate of Occupancy being issued.
- VIII. If the Building Permit Permission Request is not approved by the Selectmen, the reasons for denial shall be attached to the application and a copy provided to the Applicant. If the Applicant can remedy the reasons for denial, they then may apply to the Selectmen for reconsideration.