



Short Term Accommodation (STA) Licence Application Checklist

ALL ITEMS MUST BE INCLUDED WITH THE STA LICENCE APPLICATION

1. STA LICENCE APPLICATION FORM

- Complete the "Application for a Short Term Accommodation (STA) Licence)" (*Form BL801*)

2. FLOOR PLAN (See sample in guide)

Floor plans of the STA Premise **drawn to scale** depicting the:

- Proposed use of each room (Bedroom, Recreation Room, Living Room, Kitchen, etc.)
- Proposed occupancy of sleeping areas
- Location of all smoke alarms and early warning devices
- Location of all fire extinguishers
- Location of all exits
- Locations of all windows
- Dimensions of all rooms

3. SITE PLAN (non-condo units only) (See sample in guide)

A *Site Plan* of the STA Premise **drawn to scale** depicting the related site amenities including:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Parking <input type="checkbox"/> Landscaping <input type="checkbox"/> Other buildings and structures on the property | <ul style="list-style-type: none"> <input type="checkbox"/> Snow / garbage storage area <input type="checkbox"/> Existing private on-site sewage system |
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4. PARKING MANAGEMENT PLAN (non-condo units only) (See sample in guide)

A *Parking Management Plan* depicting the maximum number of vehicles intended to be parked utilizing the minimum dimensions in addition to satisfying the following criteria:

- Property line locations, existing structures and existing/proposed vegetation
- Location and of existing driveway approaches
- Length and width of the existing driveway/parking area(s)
- Radius of the existing driveway (if applicable)
- Type of surface – driveway approach, driveway and parking lot
- Location of utility poles, fire hydrants, trees or other structures
- The number and arrangement of parking spaces utilizing the minimum size criteria

5. SUPPORTING DOCUMENTATION: (See samples in guide)

- A copy of the Transfer/Deed proving evidence of ownership
- A copy of the Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury
- Property Management Plan (non-condo units only)
- Certificate from the Electrical Safety Authority (ESA) that the premise conforms to the Ontario Electrical Code
- Renters code / Rental agreement
- Responsible Person consent form (*Form BL826*)
- If applicable, a Sworn Affidavit with attached supporting evidence for the determination as to whether the property satisfies the requirements of Section 34(9) (b) of the Planning Act ("legal non-conforming")

6. REQUIRED FEES & CHARGES: (As of February 13, 2017) By-Law 2017-7

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| <ul style="list-style-type: none"> <input type="checkbox"/> STA Licence Fee (Non-Condo): \$2,500.00 (2 Yr.) <input type="checkbox"/> STA Licence Fee (Condo): \$1,500.00 (2 Yr.) <input type="checkbox"/> Licence Renewal Fee (Non-Condo): \$750.00 (2 Yr.) <input type="checkbox"/> Licence Renewal Fee (Condo): \$500.00 (2 Yr.) <input type="checkbox"/> STA Replacement Licence: \$50.00 <input type="checkbox"/> Fire and Property Standards inspection fee <input type="checkbox"/> \$75 (up to 2,500ft²) <input type="checkbox"/> \$100.00 (>2,500ft²) | <p>Additional Fees that may be applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Licensing Committee Appeal Fee: \$500.00 <input type="checkbox"/> Council Appeal Fee: \$500.00 <input type="checkbox"/> Licensing Committee Meeting Fee: \$250.00 <input type="checkbox"/> Licensing Committee Hearing Fee: \$250.00 <input type="checkbox"/> Late Renewal Fee: \$500.00 |
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7. APPLICABLE APPROVALS: Circulated Upon Submission of STA Licence Application

Upon the submission of a complete STA Licence Application and all required supporting documentation as listed above; the application may be circulated to the following Town Departments which will require written approval prior to the issuance of a Short Term Accommodation Licence:

- Ontario Fire Code & Fire Protection and Prevention Act**
TBM Fire Services Department (519) 599-5411 ext. 105 chieffireprevention@bluemountains.ca
- Zoning Requirements & Site Plan Approval (Newly Established STA only)**
Planning Services Division (519) 599-3131 ext. 283 plannngservices@thebluemountains.ca

Incomplete STA License applications will delay processing time. Where an application is determined NOT to satisfy the requirements of the STA Licensing By-law (2013-50), the application/licence may be refused.

ALL STA LICENCE APPLICATIONS SHALL BE SUBMITTED TO THE BY-LAW DIVISION