

SHORT TERM RENTAL LICENSING APPLICATION PACKAGE

A Short Term Rental Accommodation must be licensed with the Municipality of West Nipissing. Short Term Rental Accommodations are permitted in all residential zones, subject to the terms and conditions of By-Law No. 2024-23:

This package will provide all the information and applicable Forms required to apply for a Short Term Rental (STRA) License.

Please review the application, checklist and provide all of the information requested. Once a completed application, completed checklist and the application fee is received, the Chief Building Official will review the application and will have the required inspections scheduled. These inspections may be conducted by any one or more of the Chief Building Officer, Municipal Law Enforcement Officer and Fire Services.

Applications will be reviewed in the order that they are received. There is no guarantee that any application will be approved and/or in any particular order. Depending on the information that is required and/or the results of any inspection or review, applications may take varying amounts of time to reach approval. When the application review is completed you will be notified in writing of the final status. If the application is approved, you will receive a physical copy of the license and be issued a license reference number.

How to apply?

Submit the completed application and checklist to the Clerk's Department in person at the Municipal Office located at 101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
or by email at mducharme@westnipissing.ca

Should you have any questions throughout the process, please contact:

Melanie Ducharme, Municipal Clerk
Telephone: 705-753-2250
Email: mducharme@westnipissing.ca

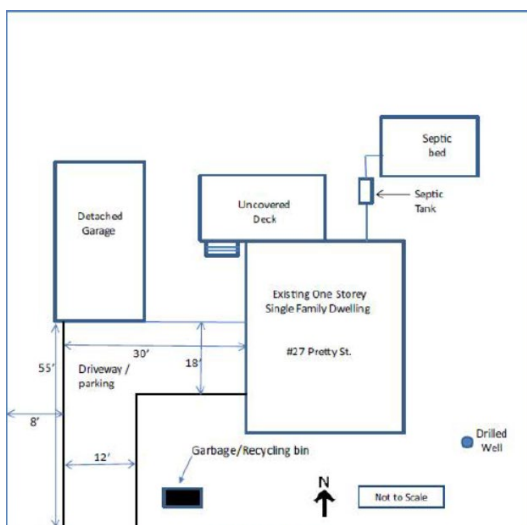
SAMPLE FLOOR PLAN



Floor Plan must include:

- Accurate measurements and labeling of all approved sleeping spaces, rooms, hallways, common spaces;
- Location of entrances/exits;
- Location of smoke detectors, CO detectors;
- Fire escape routes;
- Occupancy limits: The maximum number of guests shall not exceed 2 per bedroom and 2 additional persons on pullout sofa/daybed, etc. in common area and based on septic capacity.

SAMPLE SITE PLAN



Site Plan must include:

- Property address
- Lot dimensions (indication of North)
- Location and size of all structures on the property (distances from lot lines to be indicated)
- Location of the septic system and well, if applicable
- Location of driveway and dimensions of parking areas.
- Shoreline frontage and dock facilities, (if applicable)
- Location of outdoor garbage/recycling storage (if applicable)

SHORT TERM RENTAL LICENSE APPLICATION FORM

Application Type: ☐ New ☐ Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

Rental Property Information			
Address:		Unit:	
Town:	Property Roll Number: 48-52- - - -0000		
Property Zoning:	☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ RMH ☐ RR ☐ SR ☐ RU ☐ A1 ☐ C1 ☐ C2		
Dwelling Type	☐ Single Detached ☐ Semi Detached ☐ Townhouse ☐ Duplex ☐ Secondary Dwelling ☐ Accessory ☐ Triplex ☐ Apartment		
Number of existing bedrooms: _____ <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom plus no more than two (2) guests occupying a pull-out sofa/daybed, etc.)</i>			
APPLICATION TYPE ☐ CLASS A Principal Dwelling Short Term Rental ☐ CLASS B Non-Principal Dwelling Short Term Rental <i>(means whether the owner lives full-time on-site or not, while it is being used as STR)</i>			
PROPOSED LISTING: (check all that apply) ☐ AirBnB ☐ VRBO ☐ Facebook ☐ Kijiji ☐ Booking.com ☐ Cottages in Canada ☐ Other: _____			
Property Owner/Applicant Information			
<i>(If there is more than one owner, please provide a list of all owners)</i>			
Property Owner Name:			
Business Name (if applicable):			
Corporate Number (if applicable):			
Mailing Address:			
Town:	Province:	Postal Code:	
Telephone:	Email:		
Agent/Applicant's Information (if applicable)			
☐ Same as Property Owner <i>(Owner Authorization Form must be completed if applicant is not the owner of the property)</i>			
Authorized Agent Name:		Unit:	
Town:	Province:	Postal Code:	
Telephone:	Email:		

Dedicated Responsible Person Contact Information

Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 60 minutes after the initial contact.

☐ Same as Property Owner

☐ Same as Applicant/Agent

(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)

Responsible Person Name:
Mailing Address:
Town:
Province:
Postal Code:
Telephone:
Email:
DECLARATION OF THE APPLICANT

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant's knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any license.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain "personal information" as defined under the *Municipal Freedom of Information and Protection of Privacy Act*. This information is required pursuant to the provisions of the Municipal Act. It will be used by the Municipality of West Nipissing to process this application, for administration of this license and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk.
5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2024-23 "A By-Law to License, Regulate and Govern Short term Rental Accommodations in the Municipality of West Nipissing".

Date:
Name of Applicant:
Signature:

SECTION B: APPLICATION CHECKLIST

The Checklist and the following documentation must be submitted with your complete application:

- ☐ **Proof of Ownership** (property tax bill, MPAC assessment, proof of title)
- ☐ **Owner Authorization Form**
 - (if the applicant is not the owner, Authorization for the applicant to apply on the owner's behalf)
- ☐ **Valid Government Identification**
 - (driver's license, passport, Ontario photo identification card) (Proof that the applicant is at least 18 years of age)
- ☐ **Corporate Ownership (if the owner is a corporation), please provide one of the following:**
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- ☐ **List of all property owners** (if more than one)
- ☐ **Floor Plans - must include the following:** (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers
- ☐ **Site Plan - must include the following:** (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks if applicable
- ☐ **Designated Responsible Person Consent & Acknowledgement Form** (if applicable)
 - Proof that the designated responsible person is at least 18 years of age (Valid Government Identification)
- ☐ **Certificate of Insurance**
 - Demonstrating compliance with Section 2.2.2 of the STRA By-law
- ☐ **Licensee Code of Conduct & Acknowledgement** (signed by Applicant)
- ☐ **Proof of Septic System Approval** (if applicable, does not apply to those on municipal services)
 - Demonstrating compliance with Section 4.1.1(j) of the STRA By-law
- ☐ **Application Fee:**
 - Annual License Fee of \$750.00*
 - * In person by cheque, cash or debit

LICENSEE ACKNOWLEDGMENT

Rental Address:	
Name of Licensee(s):	

1. The Premises identified above shall be operated in accordance with the Short Term Rental Accommodation Licensing By-law 2024-23, and all applicable acts, regulations and other municipal by-laws.
2. All Licensees are responsible for compliance with all other Municipality of West Nipissing by-laws (including, but not limited to, the following: Property Standards By-Law, Noise By-law, Waste Management By-law, Open Air Burning By-law, Zoning by-Law, etc.).
3. The Licensee will be held responsible for contraventions of any municipal by-law, act or regulation by people found using the Premises, and may be subject to demerit points, fines or other enforcement measures.
4. I understand it is a requirement to post on the interior of the premises, within a maximum of 1m from the main entrance, is clearly visible to guests and is made available of inspection, the following information:
 - (a) a copy of the License, address of the premises; and
 - (b) name and contact information of the dedicated responsible person, as defined in 4.1.1(e) and other applicable emergency services.
5. I understand it is a requirement to provide the following information to renters:
 - (a) A copy of the owner's license
 - (b) a copy of the Renter's Code of Conduct;
 - (c) the name and contact information for the dedicated responsible person;
 - (d) a copy of the approved site plan including parking provisions and waste disposal;
 - (e) a copy of the approved floor plans of the STRA showing emergency exits and locations of fire extinguishers;
 - (f) Emergency Services Statement, only applicable if the type of access to the short-term rental premises is not a year-round maintained public road. If this is applicable, *the following statement must be posted within a maximum distance of 1m from the main entrance: "Due to this short-term rental premises not being accessible by a year-round maintained public road, emergency response times may be delayed to this location in the event of an emergency";* and
 - (g) quick reference guide for applicable by-laws as prepared by the Municipality.
6. The submission of false or misleading information to the Municipality may void an application, cause the current License to be revoked or cause a Licensee to be subject to further enforcement measures.
7. Entry and inspection by any Officer or their designate and any accompanied authorities or agent of the Municipality may occur as outlined in the By-law and for the purposes of:
 - a) carrying out any inspection; or
 - b) determining compliance with any by-law; or

- c) verifying complaints received under a by-law; or
- d) verifying compliance with an order issued or License; or
- e) requiring a matter or thing be done.

8. I acknowledge that the property address, names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the Municipality of West Nipissing's website. Best practice is to also inform neighbours of the contact person to reach in the event of an issue or concern.
- The Licensees are responsible for informing the Municipality, in writing of any changes to the approved information contained within the license application or any deviation to the approved site and/or floor plans within 7 days of such a change or deviation.
 - The Licensee is responsible for renewing a License by forwarding any required application and supporting documents as per the By-law prior to the expiry date of the License.

Having read the above, and the terms of the Short Term Rental Accommodation By-law, the undersigned undertake(s) to provide Renters with a copy of the Renter's Code of Conduct. I also realize that a violation of the Short Term Rental Accommodation By-law 2024-23 may result in the suspension or revocation of the Short Term Rental Accommodation License for the Premises.

<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>

OWNER AUTHORIZATION FORM

Must be completed if Applicant is not the registered Owner of the Short Term Rental Property

Rental Property Information		
Address:		Unit:
Town:	Property Roll Number: 48-52-_____-_____-_____-0000	

I/We, being the registered owner(s) of the lands subject to this application hereby authorize

_____ (agent name) to submit a Short Term Rental

Accommodation license application pursuant to By-law 2024-23 for the above-noted address, along with any required supporting documentation, to the Municipality of West Nipissing, on my behalf.

I hereby certify that I have reviewed the completed Short Term Rental Accommodation license application, supporting documentation and declarations, confirm them to be true and correct, and agree to be bound thereby.

I further declare that I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.

I further agree that it is an offense pursuant to By-law 2024-23, to provide false and misleading information to the Municipality of West Nipissing when applying for a Short Term Rental License, renewing a license or at any other time. Any false information may result in refusal to issue, suspension, revocation or placement of conditions on any license.

Print Name:	Signature:	Date:
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:

CODE OF CONDUCT

(SCHEDULE "D" TO BY-LAW 2024-23)

1. The premise of this Code is that the short-term rental premises are, for the most part, located in residential neighborhoods and that the residents of these neighborhoods have the right to enjoy their own properties without being imposed upon by nuisance from others.
2. Objectives of this Code: The objective of this Code is to establish acceptable standards of behavior for renters, and their guests, to minimize any adverse social or environmental impacts on their neighbors and neighborhood.
3. The Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation that is located in a residential area.
4. The Guiding Principles for short-term rental renters are:
 - (a) The premise that you are occupying is a home;
 - (b) Respect your neighbors; and,
 - (c) Leave it as you find it.
5. Maximum number of Renters and guests:
 - a) The maximum number of occupants within a dwelling that is being operated as a short-term rental shall not exceed a total number based upon two (2) persons per bedroom plus an additional two (2) persons occupying a sofa-bed, day-bed, etc.
 - b) The number of non-occupying guests permitted at a short-term rental premises must not be such that it may conflict with the residential neighborhood or amenity.
6. No person shall make noise so as to cause a disturbance or conduct themselves in a way that is likely to disturb area residents. Examples of noise that is likely to disturb residents include:
 - a) Loud music;
 - b) Outdoor or backyard gatherings involving excessive noise;
 - c) Late or early hour disturbances; and,
 - d) Yelling, shouting, singing and loud conversations.

Please be advised that the Municipality of West Nipissing Noise By-law No 1999-25, as amended, is in effect 24 hours a day, 7 days a week. The noise by-law prohibits Sound or Vibration at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the inhabitants of the Municipality of West Nipissing;

Renters and their guests are not allowed to disturb neighbors or interfere with their enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Municipality's Noise By-law may result in legal action.

7. Functions and Parties
 - a) Short-term rental renters are not to host commercial functions;
 - b) So called "party houses" conflict with residential amenity and are not permitted; and,
 - c) Any gathering at a short-term rental accommodation premise must not conflict with residential amenity and must comply with all the other requirements of this Code and the Municipality of West Nipissing's by-laws.

8. Access and Parking: Please familiar yourself and your guests with the approved parking plans for the premises so as to ensure ease of access with minimum disturbance to other residents or neighboring properties. All short-term rental accommodations will have vehicle parking limits, please refer to Zoning By-Law 2014-45 and the approved plans for the premises.
9. Recycling and Garbage: Please familiarize yourself and your guests with the guidelines and provisions that have been made for waste management and the day of the week in which waste collection is scheduled, if applicable. If curbside pickup is available, it should be noted that the "putting out" of waste on a non-scheduled day is not permitted.

DEDICATED RESPONSIBLE PERSON CONSENT AND ACKNOWLEDGEMENT

As the 'Owner(s)' or 'Agent' of the land being subject to this Application, I/we do hereby authorize and appoint the following person as the 'Dedicated Responsible Person' for this Short-Term Rental premises.

Dedicated Responsible Person Contact Information <i>Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 60 minutes after the initial contact.</i>		
☐ same as Property Owner ☐ same as Applicant/Agent		
Responsible Person Name:		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:	Email:	

- ☐ As the Dedicated Responsible Person, I acknowledge that a failure to respond to concerns from guests and/or neighbours may result in Fines and/or 'Demerit Points' against the approved license;
☐ and I further acknowledge that I have read, in its entirety Schedule 'A' – Demerit Point System

<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>
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Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the Municipal Clerk, 225 Holditch Street, Sturgeon Falls, ON P2B 1T1 or 705-753-2250 or by e-mail to mducharme@westnipissing.ca .