



SHORT-TERM ACCOMMODATION APPLICATION UNDER BY-LAW 2023-

Name of Applicant (must be an owner) _____

Address: _____

Telephone: _____ Email: _____

PURPOSE OF APPLICATION

New Renewal, years in operation ____ Previous Licence No: _____

RESPONSIBLE PERSON

Name/Business Name: _____

Address: _____

Telephone Number: _____ Email: _____



PREMISES DETAILS

Short-term Accommodation Property Address: _____

Access is: Year-round Municipal Road Seasonally Maintained Municipal Road
 Private Road Right-of-way Unopened Road Allowance

Please identify the dwelling to be used for Short-term Accommodation:

House Cottage

The property is primarily used for:

Residential Commercial Agriculture Other: _____

Current Use of Premises: _____ Zoning of the Property: _____

Number of Bedrooms: _____

APPLICANT ATTESTATION – SHORT-TERM ACCOMMODATION – SAFETY MEASURES



- ✓ Smoke alarms are installed as per the Fire Code and are in working order
- ✓ Fire extinguishers are installed as per the Fire Code and are in working order
- ✓ Carbon Monoxide Detectors installed as per the Fire Code and are in working order
- ✓ Emergency 911 instructions posted in a conspicuous location inside the Accommodation
- ✓ If the Short-term Accommodation premises is not on a year-round municipality-maintained road, the following Emergency 911 Instruction must be posted at the Property:
“Due to the STA premises not being accessible by a year-round municipality maintained public road, emergency services shall not be provided”
- ✓ Interior and Exterior passageways are maintained free and clear of obstruction
- ✓ Means of egress operable and unobstructed (bedroom doors and windows).

I, _____, the legal registered owner(s) of the above noted property, hereby attest that the safety measures outlined above are correctly installed, tested, and inspected, and will continue to be maintained in proper working order. I further acknowledge that I am aware that the Municipality is liable nor negligent for damages and/or bodily injury as a result of defective and/or unmaintained equipment and/or lack of emergency education.

Signature: _____ Date: _____

STATUTORY DECLARATION OF OWNER(S)

I hereby acknowledge and certify that:

- ✓ the information contained in this application, attached schedules, attached plans and specifications and/or any and all other attached documentation is true and correct;
- ✓ that I have read, understand, will adhere to, and will fulfill my obligations under the Municipality’s Short Term Accommodation By-law [insert link to bylaw from website](#)
- ✓ that it is an offence under the Short Term Accommodation By-law to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement of administration of the by-law and that the provision of false or misleading information may result in the prosecution and/ or penalties as set out in the by-law, and/or the refusal or revocation of the Short Term Rental Licence;
- ✓ that the issuance of a licence under this by-law does not permit or condone the violation of any By-law, statute or other regulation in effect in the Municipality of Magnetawan, the Province of Ontario or the Dominion of Canada and it shall be my responsibility to ensure that such applicable legislation is complied with at all time;
- ✓ I give permission for an Officer, Fire Chief or Building Official to inspect any part of the Property for the purposes of determining compliance with this By-law.

_____ Name of Owner	_____ Signature	_____ Date
Address: _____		
Phone: _____		Email: _____

_____ Name of Owner	_____ Signature	_____ Date
Address: _____		
Phone: _____		Email: _____

_____ Name of Owner	_____ Signature	_____ Date
Address: _____		
Phone: _____		Email: _____

_____ Name of Owner	_____ Signature	_____ Date
Address: _____		
Phone: _____		Email: _____

Continue on separate sheet if needed

Personal Information in this form and Schedules, is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used in the administration and enforcement of the Short-term Accommodation Licensing By-Law. Questions about this collection can be directed to the CAO of the Municipality of Magnetawan – clerk@magnetawan.com

ATTACHMENTS (THE FOLLOWING MUST ACCOMPANY THE APPLICATION)



- i. Proof of ownership for the Property (deed);
- ii. Application fee of \$1,000 for 2024 or as prescribed in the current Fees and Charges By-law;
- iii. Every Owner's name, address, telephone number, and email address;
- iv. Statutory declaration signed by every Owner stating that the Property is used primarily for residential purposes and that every Owner understands their responsibilities as a Licensee;
- v. The name and contact information for a Responsible Person who can be readily contacted within thirty (30) minutes and respond to the property at the request of the Municipality or a representative of the Municipality, within sixty (60) minutes of being notified;
- vi. Interior Floor Plan of the premises (see by-law for requirements);
- vii. Exterior Site Plan of the premises (see by-law for requirements);
- viii. Proof of an approved septic system from the North Bay Mattawa Conservation Authority;
- ix. A water sample result from a registered North Bay Parry Sound District Public Health Unit that is not more than three (3) months old;
- x. Records of tests and maintenance of smoke and carbon monoxide alarms, early warning devices and fire extinguishers;
- xi. A certificate of insurance which includes a liability limit of no less than five million dollars (\$5,000,000) per occurrence for Property damage or bodily injury. Such insurance policy shall identify that a Short-term Accommodation is being operated on the Property and name the Municipality of Magnetawan as an additional insured on their general liability. The insurance coverage required herein shall be endorsed to the effect that the Municipality shall be given at least thirty (30) days' notice in writing of any cancellation or material variation to the policy; OR a certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000) per occurrence for Property damage or bodily injury. Such insurance policy shall identify that a Short-term Accommodation is being operated on the Property. The insurance coverage required herein shall be endorsed to the effect that the Municipality shall be given at least thirty (30) days' notice in writing of any cancellation or material variation to the policy;
- xii. An Electrical Systems Safety Assessment Certificate;
- xiii. Where there are wood burning appliances, a Wood Energy Technical Transfer (WETT) report dated no less than five (5) years old issued by a certified WETT inspector;
- xiv. An annual inspection report, indicating that the chimney, flue pipes, etc. have been inspected by a WETT certified chimney sweep and are safe to be utilized;
- xv. An HVAC inspection report issued by an HVAC Technician. An updated report shall be required each year.



Please return the completed application and payment to the Municipality of Magnetawan to planning@magnetawan.com, or to Box 70, 4304 Highway 520, Magnetawan ON P0A 1P0.

Applications will be accepted on or after October 1st of each year and are valid as of January 1st of the following calendar year, provided the requirements for a licence in the Short-term Accommodation By-law have been met.

Applications will not be deemed complete until all documentation and payment has been received and reviewed.

Licences will be issued to complete applications on a first come first serve basis during the inaugural year (2024). For each year following the inaugural year, licences will be issued to complete applications on a first come first service basis with priority being given to licensees with a valid licence for the previous year.

A total of 170 licences will be issued annually and no new licences will be issued until the number of licences falls below 170.



For office use only:

Date Application Received: _____ Time Application Received: _____

Notes:

Date Application deemed Complete: _____

Time Application Deemed Complete: _____

Approved by: _____

Licence Number issued: _____

DRAFT