



SHORT-TERM ACCOMMODATION APPLICATION
UNDER BY-LAW 2025 - 50

Name of Applicant (must be an owner): _____
Mailing 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: _____

Short-term Accommodation Property Name: _____

“Cozy Acres Cottage”

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

Please identify all structures (home/cottage/boathouse/bunkie etc.) that will be included in the Short-term Accommodation Licence subject to this application:

☐ House ☐ Cottage ☐ Bunkie ☐ Boathouse ☐ Second Dwelling
☐ Other: _____

The property is primarily used for:

☐ Residential ☐ Commercial ☐ Agriculture ☐ Other: _____

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

Number of Bedrooms: _____

IMPORTANT DETAILS

Prior to making an application, please review the current Short-term Accommodation By-law found on the Municipal website, www.magnetawan.com. Additional information on the requirements of a complete application are outlined within the By-law along with additional information for, and onsite requirements of, the licensee. By signing the required statutory declaration included in a complete application, you the licensee, are acknowledging your full awareness of the current By-law and all requirements of a license. Failure to comply with these requirements may result in fines/charges being laid upon the property owner(s) of which if unpaid shall be applied to the tax roll and collected in a like manner as property taxes.

For more information on the application, requirements of an application and the current Short-term Accommodation By-law, please contact Staff at 705-387-3947 or planning@magnetawan.com

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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 2025-50.
- 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 By-law 2025-50.

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

THE FOLLOWING ATTACHMENTS MUST ACCOMPANY THE APPLICATION



- i. Proof of ownership for the Property (deed);
- ii. Initial application non-refundable fee of \$1,000, renewals non-refundable fee of \$500 per year, 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; if water is not potable please refer to Section 6.1 g) of the Bylaw.
- 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 or the homeowner 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. Confirmation indicating that the chimney, flue pipes etc. have been inspected annually by an approved service provider or an attestation from the property owner that inspection has been completed;
- xv. An HVAC inspection report issued by an HVAC Technician. An updated report shall be required each year;
- xvi. A Fire Safety Plan approved by the Chief Fire Official or designate.
- xvii. Articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province in Ontario or of the Government of Canada, where applicable.



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.

Applicants may apply for a licence which will be 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. An application will be deemed abandoned if not completed within four (4) months of submission date.

Licences will be issued to complete applications on a first come first serve basis with priority being given to licensees with a valid licence for the previous year.

For the period of 2026 there will be no cap on the number of issued licences, and the number of issued licences will be reviewed by Council on an as needed basis.