



Short Term Rental Licence Application Township of Algonquin Highlands

The Licensing Fee must be collected prior to Township approval. Licensing Fee is non-refundable.

Class A Fee = \$500 inaugural annual fee.

Class A Fee = \$250 renewal annual fee.

Address of Short Term Rental: _____

Name of Property Owner: _____

Home Address: _____

City/Town: _____ Postal Code: _____

Email: _____ Phone #: (____) _____

Name of Responsible Person: _____

Home Address: _____

City/Town: _____ Postal Code: _____ Phone #: (____) _____

Email: _____

Does the property have any outstanding corrective orders or non-compliance issues under any Federal, Provincial or Municipal Acts, Regulations or By-laws? Yes: No:

Please Specify:

Please Submit the Following Documentation with the Completed Application Form

- 1) Short Term Rental Licence fee as per the fees By-law;
- 2) Proof of property ownership;
- 3) General liability insurance of \$2,000,000 (minimum);
- 4) Signed Sworn Declaration in accordance Section 5.1 s. of By-law 2024-81 and other applicable By-laws and regulations;
- 5) A photograph of the front and rear of the Short-Term Rental;
- 6) The zoning regulations of the premises under the Township Zoning By-law;
- 7) The requested occupancy for or number of renters being sought for the Short-Term Rental; in accordance with the By-law;
- 8) The licence number of any current or previously licensed Short-Term Rental;
- 9) A plan for fire safety;
- 10) Proof of septic system maintenance; related to occupancy, potential sewage load, details of system to confirm capacity, proof of maintenance, inspections and pump-out servicing within the last three (3) years;
- 11) Site plan and floor diagram to **scale** and **dimensions** to include the following;
 - The location of all buildings and structures on the property;
 - The location of wells, and all components of sewage systems;
 - The use of each room;
 - The location of smoke and carbon monoxide alarms, and early warning devices;
 - The location of fire extinguishers;
 - The location of records of tests and maintenance of smoke and carbon monoxide alarms, early warning devices and fire extinguishers;
 - The location of all gas and electric appliances;
 - The location of all entrances/ exits to and from the buildings; and
 - The exterior decks and related site amenities including dimensioned parking spaces, and other buildings or structures on the property.

Submit Completed Application and Licensing Fee to: Sean O’Callaghan, Planner



Short Term Rental Licence Application Declaration of Records Township of Algonquin Highlands

I hereby declare and acknowledge the following:

- That the electrical panel and all connecting circuits and wiring are in good working order;
- That the wood burning appliances have been inspected by a certified WETT "Site Basic Inspector" Wood Energy Technical Transfer (WETT);
- That an annual inspection has been completed by a Licensed Professional indicating that the chimney, flue pipes etc. have been inspected, cleaned and are safe to be utilized;
- That an annual inspection has been completed indicating that the heating ventilation air conditioning (HVAC) systems have been serviced or inspected by an HVAC Technician;
- An annual record of testing and maintenance for all smoke and carbon monoxide alarms;
- That a copy of a Waste Management Plan in accordance with section 6.7 (i) of By-law 2024-81 has been provided;
- Township of Algonquin Highlands' Noise By-law 2023-88 to regulate Noise;
- Township of Algonquin Highlands' Open Air Burning By-law 2024-19 to regulate times during which fires maybe set in the open air;
- Township of Algonquin Highlands' Clean and Clear By-law 2023-11 requires the owners of yards to clean and clear them;
- Township of Algonquin Highlands' Parking By-law 2022-76 regulates parking;
- Township of Algonquin Highlands' Control of Dogs By-law 2024-18 regulates dogs;
- Township of Algonquin Highlands' Fireworks By-law 2020-72 respecting the sale and the setting off of Fireworks;

DECLARATION

I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Township of Algonquin Highlands, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath. I also hereby agree to authorize the Township of Algonquin Highlands to release any information which is deemed pertinent in the granting of this application.

X _____
Signature of Applicant

Date of Signature

INDEMNIFICATION AGREEMENT

*The Applicant, the Owner, and the Operator of the Short-Term Rental premises, hereby covenant and agree to release and at all times save harmless and indemnify the **Township of Algonquin Highlands**, its elected officials, officers, employees, servants, agents, successors and assigns ("Municipal Releasees") from any and all liability, loss, or damage of any nature, including but not limited to property damage, personal injury, or death, all actions, causes of actions, claims and demands whatsoever which may be brought against or made upon the Township or the Municipal Releasees, and against all loss, liability, judgements, costs or expenses, including legal fees, which the Township or the Municipal Releasees may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the Applicant, the Owner, or the Operator of the Short-Term Rental Premises, or those for whom they may at law be responsible for, in relation to the operation of the Short-Term Rental Premises.*

X _____
Signature of Applicant

Date of Signature

The personal information on this form is being collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Municipal Act*, for the principle purpose of processing this application. Questions about this collection should be directed to the Clerk or at dnewhook@algonquinhighlands.ca