



STA ____ / ____
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The undersigned hereby applies to the Council of the Corporation of the Town of Gananoque for a license under the **SHORT TERM ACCOMMODATION BY-LAW NO. 2019-123**

A Submission consists of:

- complete application form
- see attached checklist

Applications may be subject to any Town incurred costs over and above the fees set out in the General Fees and Rates By-law for various services provided by the municipality.

Name of Property Owner (if different than applicant):	
Complete Address:	
Email:	
Telephone:	Secondary Telephone:
Email:	

Property Address:
Legal Description:

<b>PURPOSE OF APPLICATION:</b>	
NEW Short Term Accommodation Licence <input type="checkbox"/>	RENEWAL Licence Previous License Number <input type="checkbox"/> _____
Is this a Short Term Accommodation under	<input type="checkbox"/> Bed and Breakfast Provisions in Residential
	<input type="checkbox"/> Heritage Tourist Inn in Residential
	<input type="checkbox"/> Short Term Accommodation in Commercial Traditional Core
Has this Short Term Accommodation been approved under a Development Permit Bylaw?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>DETAILS OF PREMISES:</b>			
Number of Guest Rooms: _____	_____	Maximum Number of Guests to be Accommodated: _____	Please provide a floor plan showing dimension of rooms
Do you have parking on site:  <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Parking Spaces _____	_____	Please provide a site plan showing parking locations
Do you serve meals:  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you notified the health unit?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide date of inspection: _____	_____
Do you have signage:  <input type="checkbox"/> Yes <input type="checkbox"/> No	Is your civic address displayed:  <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	Please provide a photo of the signage and civic address

### DECLARATION OF APPLICANT

I/We, \_\_\_\_\_ of the TOWN OF GANANOQUE IN THE PROVINCE OF ONTARIO solemnly declare that:

I/We are aware of the applicable Town of Gananoque Bylaw 2019-123 being a Bylaw to license, regulate and govern the operation of short-term accommodations as well as Bylaw 2019-058 being a Bylaw to establish the municipal accommodation tax as well as other applicable bylaws. I am aware of municipal bylaws including the Noise Bylaw, Open Air Building Bylaw and Development Permit Bylaw.

I/We have been approved under the Development Permit Bylaw to operate a Short Term Accommodation.

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_

Signature of Property Owner

\_\_\_\_\_

Witness

\_\_\_\_\_

Signature of Property Owner

**Office Use Only**

Bed and Breakfast                          Heritage Tourist Inn                          Short Term Accommodation   

Official Plan Designation:	Development Permit Designation:	Other:

Roll Number:	Licence Fee Required:	Licence Fee Paid:

Date of Submission:	Reviewed by:	Date
	Manager of Planning and Development	

BYLAW 2019-123

## CHECKLIST FOR APPLICATION TO BE COMPLETE AND PRIOR TO A LICENSE BEING ISSUED:

This checklist is provided as a convenience to the Applicant

			Applicant Use	Office Use
Licence Application and Issuance as per Section 3.1	3.1.1	civic address and legal description of the Property;	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.2	a photograph of the front of the dwelling;	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.3	a floor plan with accurate dimensions showing an emergency evacuation plan inclusive of each bedroom, sleeping area, smoke alarm, extinguisher and existing egress door or window;	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.4	the location of the building on the Property with setbacks indicated from all Property lines;	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.5	the location and dimension of the parking area and the required parking spaces;	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.6	the location of the driveway access to the required parking spaces;	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.7	the location and dimensions of the outdoor amenity area(s); and,	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.8	fencing, landscaping or other buffering, if required.	<input type="checkbox"/>	<input type="checkbox"/>
Inspection	3.10	an inspection is mandatory every four (4) years for a Short-Term Accommodation.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of insurance as per Section 3.3	3.3.1	the Applicant has sufficient general liability insurance in the amount of no less than \$2 million	<input type="checkbox"/>	<input type="checkbox"/>
	3.3.2	the Applicant's insurance policy contains coverage for damage from fire and does not prevent the applicant from using the subject Property as a Short Term Accommodation, and	<input type="checkbox"/>	<input type="checkbox"/>
	3.3.3	the Applicant 's insurance is cancellable by the Applicant's insurer on no more than 30 days' prior notice	<input type="checkbox"/>	<input type="checkbox"/>
Applicable License Fees	3.4	the Applicant shall pay the required licensing fee as per the Town's General Fees and Rates Bylaw	<input type="checkbox"/>	<input type="checkbox"/>