



# Town of Georgina

## Short-term Rental Accommodation Application

- ☐ The property is a Single Family Dwelling (**completely detached dwelling containing one dwelling unit, and which may contain one accessory apartment**).
- ☐ The property has a minimum of three parking spaces, plus one additional parking space per guest room.
- ☐ The property's driveway or parking area does not exceed 55% of the lot frontage.
- ☐ There shall be a minimum separation distance of 100 metres between Short-term Rental Accommodation Premises, therefore we will conduct two 100 metre radius checks:
  - 1. Prior to circulation of the application
  - 2. Prior to issuance of Short-term Rental Accommodation Licence

The above must be accurate to be permitted to operate a Short-term Rental Accommodation in the Town of Georgina. If you have any questions or concerns, please contact the Clerks Division at 905-476-4301 ext. 2291.

<b>Date Application Submitted:</b>		<b>Date Application Deemed Complete:</b>	
<input type="checkbox"/> <b>New Application</b>		<input type="checkbox"/> <b>Renewal Application</b>	
<b>Owner Information</b>			
Full Name:			
Address	Street Address	P.O Box	Apartment/Unit #
	City	Province	Postal Code
Home Phone		Business Phone	
Email			

Business Name (If Applicable)			
Corporation/ Articles of Incorporation	<input type="checkbox"/> Yes Documents Received		
Partnership	<input type="checkbox"/> Yes Documents Received		

## Applicant/Agent Information (if submitting on behalf of owner)

Full Name			
Address	Street Address	P.O Box	Apartment/Unit #
	City	Province	Postal Code
Primary Phone		Secondary Phone	
Email			

## Host Information (off premises contact)

Full Name			
Address	Street Address	P.O Box	Apartment/Unit #
	City	Province	Postal Code
Primary Phone		Secondary Phone	
Email			

## Short-term Rental Accommodation Information

Address of Short-term Rental Accommodation unit	Street Address	P.O Box	Apartment/Unit #
	City	Province	Postal Code
Primary Phone		Secondary Phone	
Email address			

Please note: In the event that a Short-term Rental Accommodation Licence is issued for this property, the Short-term Rental Accommodation information collected under this section will be included on the Town of Georgina website and will be made available to the public.

## Short-term Rental Accommodation Operations

Is the STRA occupied by host while being rented?	<input type="checkbox"/> Yes <input type="checkbox"/> No, (variance application required)
Registered Accessory Apartment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Guest Rooms being rented	
Number of Guests per room	
Number of Parking Spaces on Property	
Are there locks on the guest room doors?	<input type="checkbox"/> Yes, (fire separations are required) <input type="checkbox"/> No
Is the property on a septic system?	<input type="checkbox"/> Yes, (approval required) <input type="checkbox"/> No

## Consent of Property Owner

I/We \_\_\_\_\_ being the registered owners(s) of the subject land, hereby authorize \_\_\_\_\_, acting as

<input type="checkbox"/> Agent	<input type="checkbox"/> Applicant
<input type="checkbox"/> Host	<input type="checkbox"/> Renter

to submit the enclosed application to the Clerks Division and to provide any information or material required by the Clerks Division relevant to the application.

Dated at the Town/City of \_\_\_\_\_, in the County/Region of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Owner

## Consent

I/We \_\_\_\_\_ being the

<input type="checkbox"/> Agent	<input type="checkbox"/> Applicant
<input type="checkbox"/> Host	<input type="checkbox"/> Renter

for the subject land, hereby authorize \_\_\_\_\_, as my/our

<input type="checkbox"/> Agent	<input type="checkbox"/> Applicant
<input type="checkbox"/> Host	<input type="checkbox"/> Renter

to submit the enclosed application to the Clerks Division and to provide any information or material required by the Clerks Division relevant to the application.

Dated at the Town/City of \_\_\_\_\_, in the County/Region of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Owner

## Declaration

I, \_\_\_\_\_ of the Town/City of \_\_\_\_\_

In the County/Region of \_\_\_\_\_ solemnly declare that:

I understand and acknowledge that submission of the application under Short-term Rental Accommodation By-law Number 2019-0061 (LI-3) does not guarantee that a licence will be issued under the By-law, and that the licenses will not be issued until all requirements of the By-law are fulfilled to the satisfaction of the Licensing Coordinator.

As of the date of this application, I have examined the contents of this application, I certify as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and I concur with the submission of this application to the Municipality.

I understand and acknowledge that Personal information under this application is being collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended. In the event that the Short-term Rental Accommodation Licence is issued for

this property, I hereby authorize the Town to include Short-term Rental Accommodation information on the Town of Georgina website for public access.

- ☐ I consent to my contact information being provided to the Town's Economic Development and Tourism Division so that they can contact me regarding the information and programs available to promote my Short-term Rental Accommodation.
- ☐ I consent to my contact information being provided to the Georgina Chamber of Commerce so that they can contact me regarding the information and programs available to promote my Short-term Rental Accommodation.

All of the above statements and the statements contained in all of the exhibits submitted herewith 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 and by virtue of the *Canada Evidence Act*.

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Signature of Applicant

## Licence Requirements - Checklist

1. Complete STRA Application
2. Proof of Ownership (Not required for Renewal Application)
3. Proof the Applicant is at least eighteen (18) years of age (Not required for Renewal Application)
4. Corporation, Articles of Incorporation, Partnership documents and a list of shareholder or members names and addresses (if applicable)
5. Rental agreement between Owner and Host (when applicable)
6. Site Plan including the following:
  - location of all buildings and structures on the property
  - all entrances/exits to and from the building
  - exterior decks that are appurtenant to the property
  - designated waste disposal
  - driveway and parking layout, including length and width measurements
  - dimensioned parking spaces
  - dimensioned frontage and depth of property

Floor Plan drawn to scale including the following:

  - the use of each room
  - identify number of guests per guest room
  - location of smoke detection and early warning devices
  - location of fire extinguishers
  - all entrances/exits to and from the building
  - exterior decks that are appurtenant to the property
7. Proof of two million dollar (\$2,000,000.00) liability insurance for property damage and bodily injury and identifies that a Short-term Rental Accommodation is being operated on the property
8. Payment of the applicable licence fees
 

<b>Applicable Fees For New Application:</b> <input type="checkbox"/> New Application \$250.00 <input type="checkbox"/> Fire Inspection \$137.86 <input type="checkbox"/> Zoning Review \$158.00 <input type="checkbox"/> Septic Review \$106.00	<b>Applicable Fees For Renewal Application:</b> <input type="checkbox"/> Renewal Application \$150.00 <input type="checkbox"/> Fire Inspection \$137.86
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**(Fees are non-refundable or non-transferrable)**

Personal information is being collected under the authority of the *Municipal Act, 2001*, as amended, for the purposes of reviewing this application. Questions regarding the collection of personal information should be directed to the Town of Georgina, 26557 Civic Centre Rd., Keswick, Ontario, L4P 3G1, Tel: 905-476-4301 Clerks Division