

SHORT-TERM RENTAL

Temporary Use Permit Application



REQUIRED BEFORE YOU SUBMIT YOUR APPLICATION:

- Review the *Short Term Rental Operator's Guide* and eligibility requirements; and
- Prepare all of the required documentation for your application for submittal with your application form and fee.

If you have questions, please contact planning@sechelt.ca.

APPLICATION REQUIREMENTS:

Completed Application Form

- You may email your completed application and supporting documentation to planning@sechelt.ca or mail it to District of Sechelt, PO Box 129, Sechelt, BC, V0N 3A0

Completed Applications must be received prior to 4:30 pm January 10, 2023

- Note: All TUP applications will be reviewed in one batch with public notice and Council considerations taking place at the same time.

Contact information for designated responsible person(s), who is a local resident

Application fee \$1800

- TUP application fee is 20% refundable if the application is withdrawn prior to Council consideration.
- Once your TUP application is received, you will be contacted for payment instructions.
- If the TUP is approved by Council, the owner/ operator must then apply for a business licence where separate fees will apply.

OFFICE USE ONLY:

Date Received:

(DD / MM / YYYY)

Time (00:00h):

File No.:

Project No.:

SHORT-TERM RENTAL PROPERTY ADDRESS

Civic Address:

PID:

PROPERTY OWNER / APPLICANT DETAILS

Full Name:

Mailing Address:

City:

Postal Code:

Phone Number:

Email:

STR DESIGNATED RESPONSIBLE PERSON DETAILS

Contact information for the designated responsible person(s), who is a local resident that is available to respond to concerns 24/7 and within 60 minutes of receiving a complaint. This person must resolve all complaints within 24 hours of notification.

Full Name:

Mailing Address:

City:

Postal Code:

Phone Number:

Email:



STR USE DESCRIPTION:

Clearly describe the existing or new proposed short-term rental unit located on the subject property. If applicable, document the past STR rental use/frequency (total number of nights rented per calendar year. *note: can use highest number of rental nights in past 5 years).

Provide a description of the STR dwelling unit including:

- STR unit characteristics (total size (ft²), number of rooms and facilities).
- Site plan, floor plan required. Images and annotated aerial/streetview photos are encouraged. You may also provide URL links to STR listings where existing.

Provide any information relevant to consideration of the STR context. Priority for granting TUPs includes:

- 1) Neighbourhood fit/compatibility - STRs that have a history of good management, for example, the STR operator's history of complaints and responsiveness to resolving neighbours' concerns.
- 2) Detailed management plan, proximity and availability of designated responsible person, response plan, safety plan.
- 3) On-site parking - adequate land area for parking to meet guest needs and minimizes street parking.

NOTE: Please ensure that all information provided in your description is factual and accurate. All or portions of your description will be posted for public viewing on the District of Sechelt's website. If you require more space for your description, please attach additional pages to your application.

DWELLING SPECIFICATIONS:

Provide *all* information relevant to the STR use of the dwelling unit.

SPECIFICATION

Zoning:

Number of Dwelling Units on the property

Principal Dwellings:

Secondary Suites:

Detached Accessory Dwelling Units:

Home Occupation Business?

List any home-based business operating at this address:

Business Licence #:

Number of Off-Street Parking Spaces (refer to Zoning Bylaw, Part 3 Parking Regulations)

STR regulations require 1 space for every bedroom.

of bedrooms:

of existing off-street parking stalls:



Completion of this application does not guarantee approval of application. Temporary Use Permits require Council review and approval, in advance of a Short-Term Rental operator applying for a Business Licence. Operating a Short-Term Rental without a valid licence is an offence for which penalties are prescribed.

Council may add conditions as part of approving a Temporary Use Permit.

I/we have attached to this Application all required documents plus all required fees, and hereby agree to submit further information deemed necessary for processing this Application.

Full Name of Property Owner / Applicant (please print):

.....

Owner / Applicant's Signature:

.....

Date:

(DD / MM / YYYY)

Full Name of Property Owner/ Applicant (please print):

.....

Owner / Applicant's Signature:

.....

Date:

(DD / MM / YYYY)

Full Name of Designated Responsible Person (please print)

.....

Designated Responsible Person's Signature:

.....

Date:

(DD / MM / YYYY)

IMPORTANT: Applications are not accepted unless complete, with the required fees and documents.

OFFICE USE ONLY:

Application Fee: \$

Date Fee Received:

(DD / MM / YYYY)

Receipt No.:

Delegated?

Yes No Requires further review

Did the property hold a valid STR Business Licence in 2022?

Yes No Business Licence Number (if applicable):

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with the District of Sechelt's Corporate Officer.