



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

APPLICATION FOR TEMPORARY USE PERMIT FOR SHORT-TERM RENTALS

Owner Information	
Name of Property Owner(1), <i>hereby designated as the "Applicant"</i> :	
Name of Property Owner(2)	
Name of Property Owner(3)	
Name of Property Owner(4) <small>(If more than 4 owners, use additional sheet)</small>	
Applicant's Home Telephone:	Cell Phone:
Email #1:	Email #2:
Physical Address of the STR (the "Property"):	
Mailing Address of the Applicant:	
Name of Alternate Contact within Village of Lions Bay available to respond to complaints within 1 hour, 24 hours per day during guest stays if Owner unavailable to respond under same timeframes. Your contact information and the Alternate Contact information must be given to neighbours within 100 meters of the Property (in any direction):	
Name of Alternate Contact:	
Alternate Contact Telephone:	Alternate Contact Email:
Does an Owner reside full-time on the Property? Yes / No	Is there a Secondary Suite on the Property? Yes / No Name of Tenant(s):
In Principal Residence? In Cottage? In Suite?	Phone # of Tenant(s):
Property Information	
Type of Short-Term Rental ("STR"): Guest Room(s) <input type="checkbox"/> Entire Principal Residence <input type="checkbox"/> Cottage <input type="checkbox"/>	
Proposed Number of Guests to be accommodated: ____ <small>(Note: Maximum 10 guests)</small>	
Proposed Number of Guest Rooms: ____	
# of Off-Street Parking Spaces Available for All Uses (Owner, Secondary Suite Tenant(s), STR Guests): (Owner must provide sketch plan showing all parking spaces required) x _____	
Cite Web Listings for STR (Listings must specify maximum # of guests and guest vehicles):	



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Intended form of STR management? (eg: self-managed; on-site caretaker; property manager; etc.) If caretaker or property manager, provide name and contact information:	
Size of Lot:	Size of STR: Size of Other Improvements on Lot:
Copy of Septic System Status Report Attached? Yes / No (not applicable for Kelvin Grove Properties)	
Required Documentation and Payments	
<input type="checkbox"/>	\$250 Non-refundable Application Fee
<input type="checkbox"/>	\$250 Non-refundable Inspection Fee (covers first and, if necessary, a second inspection; extras are \$75 each)
<input type="checkbox"/>	State of Title Certificate (within past 30 days) & copies of any title restrictions (i.e. covenants, easements, RoWs)
<input type="checkbox"/>	Parking Space Sketch Plan
<input type="checkbox"/>	Proof of Insurance (min.\$5M Liability/Municipality as Additional Named Insured (See Pol-1702 and Insurance, Lease & Indemnity Agreement) Re
<input type="checkbox"/>	\$500 Security Deposit re Application Sign (Bylaw 431)
<input type="checkbox"/>	Draft of Sign Content and Proposed Location
<input type="checkbox"/>	TUP Fee of \$1,000 (payable if/when Permit granted)
<input type="checkbox"/>	Form of Payment:
<input type="checkbox"/>	If Application approved, Security in amount of \$2500 required per Policy No. 1702 (Cash/cheque deposit, irrevocable bond, letter of credit or similar instrument)
<input type="checkbox"/>	Form of Security:
Pre-Inspection Checklist for Short-Term Rentals	
The following 6 items will be inspected by the Building Inspector as part of the application process. Each one of these items must be approved before a TUP will be granted.	
<input type="checkbox"/>	Interconnected smoke alarms (with CO detectors for premises containing propane or wood heat appliances) have been installed on every floor level and in every bedroom and are in good working order.
<input type="checkbox"/>	All escape routes are clear of obstructions and easily accessible. All bedroom windows are required to meet the egress requirements for life safety and have a minimum clear opening of 3.77 ft2 with no dimension less than 15 inches. Opening window must not require special knowledge to release window hardware in order to get out.
<input type="checkbox"/>	



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be Portable fire extinguishers with a minimum 2A-10BC rating shall be available & identified on each floor and shall inspected and tagged annually.

Address numbers are visible and easy to read from front street. Exterior lighting is required at each entrance.

All stairs with 3 or more risers are provided with approved handrails. Guard rails 35.5" high are required on all stairs and landings more than 24 inches above grade. The height of guard railings for exterior decks and landings more than 2 ft. above ground is 36" and for those higher than 6 ft, is 42".

Minimum parking requirements per Policy No. 1702 are verified.

The following 11 items are additional matters to which owners should address their minds as part of their responsibility to ensure all requirements under applicable enactments are met.

Approved covers are in place on all electrical switches and outlet boxes.

Electrical cords are in good working condition and there are no portable heaters.

All circuit breakers are labelled in English showing what they control and are accessible to guests.

Clothes dryer lint trap and exhaust is clean and vented to building exterior.

Furnace (if applicable) has been inspected and filter replaced within the past year.

Fireplace chimney (if applicable) has been inspected and cleaned in the past year.

Sanitation standards are met (free of mold, mildew or infestation) and all plumbing is in working order.

Cooking facilities are ventilated to the building exterior or via another acceptable method.



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<input type="checkbox"/>	Building has no broken windows, doors, or other similar hazards.
<input type="checkbox"/>	All water heaters have a pressure relief valve with extension tubes installed to 1" above the floor or drain pan.
<input type="checkbox"/>	All propane gas appliances have individual gas shut off valves located in an accessible location.

I understand that Short-Term Rentals are not permitted under Zoning and Development Bylaw No. 520, 2017, except with an approved Temporary Use Permit. I have read the Temporary Use Permits for Short Term Rentals Policy No. 1702 (the "Policy") and I understand and agree to the requirements, obligations and restrictions contained therein. If approved, I will abide by the conditions of the Policy, the Temporary Use Permit and the Insurance, Release and Indemnity Agreement. I agree to pay all fees required for this Application and Permit and any renewals thereof and understand that my Permit may be revoked if I fail to pay any required fees. I declare that the statements made by me in this Application are true and complete to the best of my knowledge and belief.

Applicant's Signature: _____ Date: _____

The personal information you provide on this form is being collected under the authority of the *Local Government Act* and the *Freedom of Information and Protection of Privacy Act*. This information will be used to help determine eligibility for a Temporary Use Permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review and enforcement process. Your personal information is protected only to the extent of the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Village of Lions Bay, 400 Centre Road, Lions Bay, BC, V0N 2E0, Village Office – reception@lionsbay.ca / 604-921-9333.



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THIS SECTION IS FOR OFFICE USE ONLY

All required documents received? Yes / No Missing
Documents:

All required payments received? (Application Fee and Sign Security Deposit) Yes / No
Missing Payments:
Notes:

Date referred to Building Inspector: _____ Inspection Date(s): _____

Building Inspection: Pass / Fail (Attach Report)
Remedial measures required:

Public Works confirmation of Notice Sign erected within 10 Days of Application? Yes / No



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Date referred to CAO: _____

Date of Notice in newspaper: _____ Name of Newspaper: _____
(Must be advertised at least 3 days and not more than 14 days prior to date for CAO consideration of permit)

Date for Consideration of Permit Application: _____

Any neighbour opposition? Yes / No (Attach comments received during notice period)

CAO Approval: Yes / No (If no, applicant aware of deadline for appeal to Council within 30 days?)

If yes, proof of insurance received per Insurance, Release and Indemnity Agreement?
(Minimum \$5M and Lions Bay named as additional insured) / No

Yes

/ No

If yes, \$2,500 security for term of TUP received? Yes Form
of Security:

If yes, Insurance, Release and Indemnity Agreement signed? Yes / No

If yes, TUP Fee of \$1,000 received? Yes / No

If yes, CAO to forward information to lawyers to file Form 17 in LTO per section 503 of *Local Government Act*.

Date of registration: _____

File diarized to: _____ (3 months prior to expiry).

If applicable:

Referral to Council: / No Yes If yes, Council meeting date:

Council Approval: / No

Yes