

## Short-Term Rental Licence Application

## **Application Checklist**

All applicants must submit the following supporting documents with this Short-Term Rental Licence Application form. Please use the check boxes below to confirm you have included them with this application form:

Proof of ownership of the property on which the Short-Term Rental is situated (Accepted documents outlined in Section 4.1 (F) of By-Law 43-2022)

Proof that the corporation is legally entitled to conduct business in Ontario (if the Owner is a corporation)

(Accepted documents outlined in Section 4.1 (D) of By-Law 43-2022)

Site Plan

(Outlined in Section 4.1 (L) of By-Law 43-2022)

Owner Authorization Form (if the Applicant is different than the Owner)

Copy of Government-Issued ID (with date of birth)

**Proof of Insurance** 

(Outlined in Section 4.1 (K) of By-Law 43-2022)

A Photo of the Front of the Short-Term Rental

Parking Management Plan

(Outlined in Section 4.1 (M) of By-Law 43-2022)

Plan for Fire Safety

(Outlined in Section 4.1 (P) of By-Law 43-2022)

Proof of Septic Maintenance, Inspection, and Pump-out Services Within the Last Three Years (if on a septic system)

(Outlined in Section 4.1 (Q) of By-Law 43-2022)

\$500 Licensing Fee

(To be paid after application approval. Payment instructions will be emailed to you once your application is approved. The Licensing Fee must be paid before a Licence is issued)

This form may contain personal information as defined under the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c25, as amended. This information will be used and maintained by the Municipality of Lambton Shores for administering the Municipal by-law enforcement and licensing process. Questions regarding this collection may be directed to the Municipal Clerk.