



Short Term Accommodation (STA) Licence Application Checklist

**Town of The Blue Mountains
Enforcement Services Department**
32 Mill Street, Box 310, Thornbury, ON N0H 2P0
STA Licences: 519-599-3131 ext. 309

All STA applicants must complete the prescribed review process (including renewals and legal non-conforming uses)

Pre-Screening Meeting (prior to submission of STA application)

1. Submit a completed "Request for STA Pre-Screening Meeting" to Planning Services
2. A meeting will be scheduled within 10 days
3. Basic information regarding the proposed Short Term Accommodation use must be provided (including the zoning of the property, a concept site plan, property address, number of bedrooms, expected occupant load, number/location of parking spaces, etc.)
4. Following the meeting, the applicant will receive confirmation from Planning Services and/or the STA Coordinator of the necessary steps required to obtain an STA licence. Any required approvals will be identified, including application requirements, associated fees, and additional supporting information that may be necessary

Zoning

1. Does the STA use comply with the zone provisions of the By-law? Yes ___ No ___
2. Current Zoning: _____
3. Required Amendment(s): _____

Site Plan

1. Does the STA use comply with existing Site Plan Agreement(s)? Yes ___ No ___
2. Is a copy of the Agreement required and attached? Yes ___ No ___ No Agreement ___
3. Required Approvals: _____

STA Licence Application Form

- Complete the "Application for a Short Term Accommodation (STA) Licence" form

Floor Plan

Floor plans of the STA premises **drawn to scale** depicting the:

- Proposed use of each room and it's dimensions
- Location of all smoke alarms
- Location of all fire extinguishers
- Location of all exits
- Location of all windows (dimensions are required)

Supporting Documentation

- A copy of the Transfer/Deed proving evidence of ownership
- A copy of the Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury
- Property Management Plan (non-condo units only)
- Certificate from the Electrical Safety Authority (ESA) that the premises conforms to the Ontario Electrical Code

- Renters Code
- Fire Safety Plan
- Responsible Person Consent form
- If applicable, supporting evidence for the determination as to whether the property satisfies the requirements of Section 34(9) (b) of the Planning Act (legal non-conforming)

Required Fees & Charges (including HST)

- STA Licence Fee: \$2,500.00 (two year term)
- STA Licence Fee (condos): \$1,500.00 (two year term)
- Renewal Fee: \$1,000.00 (two year term)
- Renewal Fee (condos): \$500.00 (two year term)
- Fire and Property Standards Inspection fee: \$75.00
- Site Plan Approval: Applicable fees may apply
- Licensing Committee Appeal fee: \$500.00

Incomplete STA Licence applications will delay processing time. Where an application is determined **not** to satisfy the requirements of the STA Licensing By-law (2013-50), the Municipal Licensing Officer, Enforcement Services may refuse the application/licence.