



Regional District of Okanagan-Similkameen

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SHORT-TERM RENTAL PERMIT APPLICATION

It is recommended that applicants consult Development Services staff prior to submitting an application.
This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Day Phone:	Fax:	Day Phone:	Fax:
Cell Phone:		Cell Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the bylaws of the Regional District Okanagan-Similkameen. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the Freedom of Information and Protection of Privacy Act. Contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.

PROPERTY DESCRIPTION:Electoral Area: ☐ "A" ☐ "C" ☐ "E"

Civic address:

Legal Description

Lot: Plan: Block: District Lot: Section: Township:

OCP Designation: Zoning:

Location:

☐ single detached ☐ duplex ☐ accessory dwelling ☐ secondary suite ☐ apartment / townhouse

Number of bedrooms (NOTE: maximum occupancy shall not exceed 2 guests/ bedroom):

☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms ☐ 4 bedrooms ☐ __ bedrooms

Number of on-site vehicle parking spaces (NOTE: 1 space is to be provided for each bedroom):

☐ 1 space ☐ 2 spaces ☐ 3 spaces ☐ 4 spaces ☐ __ spaces

"Principal Residence Requirement" (Applies in Electoral Area "E"):

Are you the property owner? ☐ Yes ☐ No Is this your principal residence? ☐ Yes ☐ No**Note:** "Principal residence" means the residence in which an individual resides for a longer period of time in a calendar year than any other place.

Agricultural Land Commission (ALC):

☐ Parcel is not in the ALR ☐ Parcel is in the ALR (see "Required Documentation" below)**REQUIRED DOCUMENTATION:**

Applications will not be accepted unless all required documentation has been provided.

- ☐ **Proposal Summary** – an outline of the type of development or land use proposed, including:
 - ☐ Explanation of compliance with current OCP and Zoning regulations and proposed deviation or change, if applicable; and
 - ☐ Explanation of the anticipated benefit and impact of proposal.
- ☐ **Certificate of Title** – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent's Office, a notary, lawyer or search company.
- ☐ **Site Plan** – drawn to scale and showing dimensions, shall include the following (as applicable):
 - ☐ North arrow and scale;
 - ☐ Dimensions and boundaries of property lines, rights-of-way, and easements;
 - ☐ Location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
 - ☐ Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 - ☐ Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data);
 - ☐ Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc...);
 - ☐ Location of all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; and
 - ☐ Existing covenant areas (if applicable).

- ☐ **Development Plan** - shall be drawn to scale and indicate the following:
- ☐ Current floor plan including the number and location of bedrooms that are to be used for Short-Term Rental Accommodation.
 - ☐ Parking plan including the number, location and dimensions of vehicle parking spaces for the Short-Term Rental Accommodation use, as well as all other uses occurring on the property.
 - ☐ Detailed drawings of the proposed development, including building sections, elevations, finishes, landscaping, access roads, driveways, pathways, and screening and fencing proposed for the site;
 - ☐ A project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and
 - ☐ Location & width of proposed access to the property, driveways & manoeuvring aisles.

- ☐ **Site Survey** - If the proposed development involves a variance to the siting or building envelope of a structure a current BC Land Surveyor's survey certificate (in metric) shall be required. This may be combined with the requirements for a **Site Plan**, where appropriate.

- ☐ **Health and Safety Inspection** – Confirmation from a Building Inspector, or other qualified individual in the form of a "Health and Safety Inspection" report that the proposed use of a building or structure for a "short-term rental accommodation" use meets minimum standards for health and safety.

Additional material or more detailed information may be requested by the Regional District upon reviewing the application.

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Owner or Authorized Agent

Date

Print name of Owner or Authorized Agent