

Township of Minden Hills Short-Term Rental Checklist

Required Attachments: Section 4.1	
<input type="checkbox"/>	a certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage or bodily injury. Such insurance policy must identify that a Short-Term Rental Accommodation is being operated on the Premises. The insurance coverage required herein shall be endorsed to the effect that the Municipality shall be given at least ten (10) days' notice in writing of any cancellation or material variation to the policy.;
<input type="checkbox"/>	Floor plans of each level of the dwelling – all rooms to be labelled.
<input type="checkbox"/>	A Site Plan of the STR Premises, including the location & dimensions of parking areas, all buildings or structures on the land, municipally owned shore road allowance or any other publicly owned lands, septic and well locations.
<input type="checkbox"/>	Plan for Fire Safety - layout of the interior of the STR with locations for all smoke alarms, carbon monoxide alarms, fire extinguishers and exits.
<input type="checkbox"/>	Photos of the front and rear of the STR Cottage and Sleeping Cabin / Bunkie.
<input type="checkbox"/>	Proof of Septic System Maintenance – Provide either: <ul style="list-style-type: none"> a. Sewage System Installation Report / Use Permit issued by Health Unit or Municipality, along with receipt of most recent septic tank pump out, or, b. A report from a qualified designer or Engineer. <p>Note: the STR By-law allows for an occupant load of only 2 people per bedroom. The total number of bedrooms shall not exceed the number the Septic System was approved for.</p>
<input type="checkbox"/>	Proof of ownership – a copy of current tax bill along with either the Residential or Corporate Owner Declaration.
Additional Attachments if Applicable	
<input type="checkbox"/>	In the instance of an Applicant or Agent acting on behalf of the Owner, the Owner's written authorization permitting the Applicant or Agent to act on their behalf shall be attached to this application form.
<input type="checkbox"/>	Where an Owner or the Applicant is a corporation, proof that the corporation is a lawfully existing corporation entitled to conduct business in Ontario, including but not limited to: <ul style="list-style-type: none"> a. articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or of the Government of Canada, and b. a certified copy of an annual return which contains a current list of all shareholders of the corporation;
<input type="checkbox"/>	Where the dwelling or other building associated with the STR is situated on a municipally owned shore road allowance or any other publicly owned lands, a copy of the License of Occupation issued by the Municipality.