

Township of Minden Hills Short-Term Rental Application Checklist

Required Attachments

- 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.
- Floor plans of each level of the dwelling and sleeping cabin – all rooms labelled.
- Site plan of the premises
 - locations and dimensions of parking areas
 - all buildings or structures, including docks, and their distance to the water (if applicable)
 - municipally owned shore road allowance or any other publicly owned lands
 - septic and well locations.
- Fire Safety Plan
 - Smoke detectors in all bedrooms
 - Carbon monoxide alarm on each floor
 - Fire extinguisher on each floor
 - Fire extinguisher in all cooking areas
 - All exits
 - Please note how the dwelling is heated
- Photos of the front and rear of the short-term rental dwelling and sleeping cabin.
- Attestation form
- Proof of septic:
 - Sewage System Installation Report issued by Health Unit or Municipality with receipt of most recent septic tank pump out

OR

- A report from a qualified designer or Engineer.
- Proof of ownership – a copy of most recent tax bill along with Residential or Corporate Owner Declaration

Additional Attachments if Applicable

- Letter of Authorization – in the instance of an applicant or agent acting on behalf of the owner
- Where an owner or applicant is a corporation, proof that the corporation is a lawfully existing corporation entitled to conduct business in Ontario, including but not limited to:
 - Articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada
 - A certified copy of an annual return which contains a current list of all shareholders of the corporation