



# COLUMBIA SHUSWAP REGIONAL DISTRICT

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## SUPPLEMENTARY APPLICATION FORM FOR A TEMPORARY USE PERMIT FOR A SHORT-TERM RENTAL (VACATION RENTAL)

This is a supplementary application form to be filled out in addition to the main [Online Planning Application Form](#) (or [PDF planning application form](#)) by applicants who are applying for a Temporary Use Permit (TUP) for a short-term rental (STR) (also known as a vacation rental).

The information on this form will be used by the Planner in preparing the staff report and permit for the Board's consideration. The checklists on pages 4 & 5 are intended to clearly outline to the applicant what is involved with a STR TUP application. Please contact [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca) or 250-832-8194 if you have any questions.

Please refer to the [Short Term Rental Temporary Use Permit Considerations](#) for guidance on what the CSRD considers when reviewing TUP applications for STRs.

### TO BE FILLED OUT BY THE APPLICANT/AGENT

Short-Term Rental (STR) Information:	
Is this STR proposed, currently operating, or has it operated in the past?	<input type="checkbox"/> Proposed <input checked="" type="checkbox"/> Currently operating (please comment below on date STR started) <input type="checkbox"/> Operated in the past (please comment below on dates operated) Comments: STR has been in operation since July 2020
What type of building is the STR located in?	<input checked="" type="checkbox"/> Single detached dwelling <input type="checkbox"/> Attached secondary dwelling unit (e.g. suite within single detached dwelling) <input type="checkbox"/> Detached secondary dwelling unit (e.g. cottage or carriage house) <input type="checkbox"/> Other (please specify) Comments:
Is the STR located in an existing or proposed building? (Is any new construction or renovations proposed?)	<input checked="" type="checkbox"/> Existing building <input type="checkbox"/> Proposed building <input type="checkbox"/> Other (please specify) Comments:
Will the STR be seasonal or year-round?	<input type="checkbox"/> Year-round <input checked="" type="checkbox"/> Seasonal (please specify, e.g. March 1 to October 31) Comments: May-September

<b>How many bedrooms are in the STR?</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Other (please specify)
<b>What is the maximum number of allowable guests?</b>	Comments: 10 guests
<b>How many off-street parking spaces will be provided for the STR on the subject property?</b> Please indicate locations on the site plan. A minimum of 2 parking spaces required if 1-4 guests, 3 for 5-8 guests, and 4 for 9-10 guests (in addition to parking requirements for other uses on the subject property). Off street means on the subject property, not along an adjacent public roadway.	Comments: There are 5 parking spaces on the private driveway.
<b>How is the property serviced for water?</b> Note: The STR owner/operator is required to provide drinking water to guests as required by the <a href="#">Public Health Act</a> .	<input type="checkbox"/> Groundwater well <input checked="" type="checkbox"/> Surface water <input type="checkbox"/> Community water system <input type="checkbox"/> Other (please specify) Comments: The city just added municipal water to the front of the subject property
<b>How is the property serviced for sewage disposal?</b> Note: Documentation to confirm adequate sewage disposal for the subject property is required.	<input type="checkbox"/> Onsite septic system <input checked="" type="checkbox"/> Community sewer system Comments:
<b>If the STR is currently operating or has operated in the past, have you received any complaints from neighbouring property owners? (e.g. noise, parking)</b>	<input type="checkbox"/> Yes (please describe the nature of the complaint and how it was or will be addressed) <input checked="" type="checkbox"/> No Comments:

<p><b>If the STR is proposed, have you discussed your STR application with the owners and/or tenants of adjacent properties and other neighbours?</b></p>	<p><input checked="" type="checkbox"/> Yes (please describe the feedback received)  <input type="checkbox"/> No</p> <p>Comments:  I sent out an email to all of the lots in our bare land strata as well as the president and he put it in our arm to discuss in person, along with my contact information if they are any concerns in July 2024. Several owners emailed me with support.</p>
<p><b>What measures will you take to maintain the character of the neighbourhood and avoid the STR causing a nuisance or disturbance to neighbours?</b></p>	<p>Comments:  I currently have 4 locals look after the property. [REDACTED] is the manager and she makes sure everyone is doing what is needed around the house such as landscaping, maintenance of the outside and inside of the home. I have [REDACTED] who is our handyman and comes if the tenants ever have a problem, and in between guests to maintain items such as gutters, siding, deck material, and so on. [REDACTED] is also local she does the client turnover for cleaning and making sure all the garbage and recycling is gone. The house is pristine, nicer than my principal residence. My neighbour [REDACTED] is year round and he is diligent on keeping tabs on my property, he calls with anything.</p>
<p><b>Will the owner/operator of the STR live on the subject property?</b></p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  <input type="checkbox"/> Other (please specify)</p> <p>Comments:  I want to live there year round when I retire - that is the plan. I come out with my family ([REDACTED]) whenever we can. Spring for a week, Summer for 3 weeks, and fall for a week. I work full time right now.</p>

**NEXT STEPS – PLEASE CHECK TO ACKNOWLEDGE:**


<b>Prior to consideration of the TUP application by the CSRD Board:</b>		<b>Please check to acknowledge:</b>
1	The applicant must post at least one Notice of Application sign on the subject property a minimum of 30 days prior to the Temporary Use Permit application being considered by the CSRD Board, in accordance with Development Services Procedures Bylaw No 4001-2 as amended. The cost of the sign is the responsibility of the applicant. The Planner assigned to the file will explain and assist with the wording for the sign.	<input checked="" type="checkbox"/>
2	<p>As part of a Temporary Use Permit (TUP) application for a short-term rental, documentation to confirm adequate sewage disposal for the subject property is required. Proper sewage treatment and disposal is an important consideration of public health. When a sewage treatment and disposal system is not adequately sized or functioning correctly, it can pollute water sources, damage natural habitats, and cause serious illness.</p> <p>The applicant is required to engage an Authorized Person (i.e. Registered Onsite Wastewater Practitioner or qualified Professional Engineer) to confirm in a sealed memo that the existing septic system is fit for the proposed use (e.g. performance report or compliance report). The memo should include confirmation of the number of people and the number of bedrooms the short-term rental can accommodate based on the existing septic system. The memo must be received by the assigned Planner prior to consideration of the TUP by the CSRD Board.</p> <p>If any repairs or improvements to address deficiencies are identified in the memo, they must be completed and confirmed in writing by the Authorized Person before the TUP will be issued. The costs of the sealed memo and any required repairs or improvements to the septic system are the responsibility of the applicant.</p>	<input checked="" type="checkbox"/>
3	Planner will send out notices to properties within 100 m of the property subject to the TUP application and place advertisements in two consecutive issues of a local newspaper notifying the public about the STR TUP application and how to submit a written public submission for the CSRD Board's consideration. This cost is included in the application fee.	<input checked="" type="checkbox"/>
4	The property owner must provide to the CSRD a local person's contact information who has the responsibility of remedying non-compliance with the TUP conditions or any other issues at the STR property. (This will be confirmed on an annual basis with the CSRD.)	<input checked="" type="checkbox"/>
5	A complaint response plan detailing how concerns and complaints will be addressed shall be provided.	<input checked="" type="checkbox"/>

<b>If the CSRD Board approves the Temporary Use Permit, prior to issuance of the TUP:</b>		<b>Please check to acknowledge:</b>
The applicant must provide proof of adequate vacation rental and liability insurance with a minimum of \$3 million in coverage (to be confirmed annually by submitting a copy of the insurance to the CSRD). The cost of the insurance is the responsibility of the applicant.		<input checked="" type="checkbox"/>
The applicant must register a covenant on title for the subject property pursuant to s. 219 of the Land Title Act releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the Temporary Use Permit is required prior to issuance of the Temporary Use Permit (CSRD staff will provide pro-forma covenant for your notary or lawyer to prepare and register on title). The cost of the covenant preparation and registration is the responsibility of the applicant.		<input checked="" type="checkbox"/>
Any septic system repairs or improvements identified in the sealed memo must be completed and confirmed by an Authorized Person.		<input checked="" type="checkbox"/>



Conditions of the Temporary Use Permit may include:	Please check to acknowledge:
The specified season of use (e.g., April 1 – October 31 or year-round).	<input checked="" type="checkbox"/>
The clear posting of the following information in the STR at a site accessible and visible to guests: <ul style="list-style-type: none"> <li>the owner or local contact information, with availability or accessibility by phone 24 hours a day and 7 days a week;</li> <li>clear noise rules and quiet times (10 PM - 7 AM Daily);</li> <li>emergency call number: 9-1-1; and</li> <li>safe storage and management of garbage</li> </ul>	<input checked="" type="checkbox"/>
The owner/operator shall, during operation of the STR, follow all applicable statutes, regulations and standards applicable to drinking water supplied to occupants of the Short Term Rental.	<input checked="" type="checkbox"/>
The owner/operator shall, during operation of the STR, follow all applicable statutes, regulations and standards applicable to sewage disposal for the dwelling unit used for the STR.	<input checked="" type="checkbox"/>
The STR owner/operator shall identify a local contact person who will be available to address issues that may arise any time that STR accommodation is provided. The name and contact information of the local contact must be provided in the application and must be posted along with the STR TUP in a visible place within the STR and provided to owners and tenants of adjacent properties (confirmed annually with the CSRD by the owner/operator).	<input checked="" type="checkbox"/>
The maximum number of guests (e.g., maximum of 8).	<input checked="" type="checkbox"/>
Quiet time (e.g., 10 PM – 7 AM daily).	<input checked="" type="checkbox"/>
STR signage shall be limited to one sign (maximum sign area is 1 m <sup>2</sup> ).	<input checked="" type="checkbox"/>
All STR parking must be accommodated on site; no parking shall occur on a public roadway. The number of required STR parking spaces shall be specified.	<input checked="" type="checkbox"/>
The owner/operator is wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the vacation rental.	<input checked="" type="checkbox"/>
Issuance of a Temporary Use Permit does not relieve the property owner of the responsibility to comply with applicable acts, regulations, or bylaws of the CSRD, or other agencies having jurisdiction under an enactment (e.g. Agricultural Land Commission, Interior Health, Ministry of Transportation, Provincial STR Legislation, Strata bylaws, any private covenants (e.g. building schemes), easements, etc.).	<input checked="" type="checkbox"/>

\_\_\_\_\_  
Print name of Owner/Agent

Signed by:  
  
\_\_\_\_\_  
Signature of Owner/Agent

Dec 18, 2004  
\_\_\_\_\_  
Date (mm/dd/yy)

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Print name of Owner/Agent

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Signature of Owner/Agent

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Date (mm/dd/yy)