



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 and will be attached to the Board agenda (with any personal information redacted). 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 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:	
Subject property address or PID	
Is this STR proposed, currently operating, or has it operated in the past?	☐ Proposed ☒ Currently operating (please comment below on date STR started) ☐ Operated in the past (please comment below on dates operated) Comments: May 2022
What type of building is the STR located in?	☒ Single detached dwelling ☐ Attached secondary dwelling unit (e.g. suite within single detached dwelling) ☐ Detached secondary dwelling unit (e.g. cottage or carriage house) ☐ Other (please specify) Comments:
Is the STR located in an existing or proposed building? (Is any new construction or renovations proposed?)	☒ Existing building ☐ Proposed building ☐ Other (please specify) Comments:

Will the STR be seasonal or year-round?	☒ Year-round ☐ Seasonal (please specify, e.g. March 1 to October 31) Comments: We live in the house when it is not rented. From September till May, it's mostly rented on weekends and full time in the Summer months.
How many bedrooms are in the STR?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ Other (please specify) 6
What is the maximum number of allowable guests?	Comments: 10
How many off-street parking spaces will be provided for the STR on the subject property? 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: 6
How is the property serviced for water? Note: The STR owner/operator is required to provide drinking water to guests as required by the Public Health Act .	☒ Groundwater well ☐ Surface water ☐ Community water system ☐ Other (please specify) Comments:
How is the property serviced for sewage disposal? Note: Documentation to confirm adequate sewage disposal for the subject property is required.	☒ Onsite septic system ☐ Community sewer system Comments:

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)	☐ Yes (please describe the nature of the complaint and how it was or will be addressed) ☒ No Comments: We have never received a complaint.
If the STR is proposed, have you discussed your STR application with the owners and/or tenants of adjacent properties and other neighbours?	☒ Yes (please describe the feedback received) ☐ No Comments: We discussed with neighbors prior to starting our short term rental back in 2022 and everyone was supportive.
What measures will you take to maintain the character of the neighbourhood and avoid the STR causing a nuisance or disturbance to neighbours?	Comments: We have strict rules and guidelines for our guests to follow. We explain them to them personally prior to check in and have a guidebook at the house. We have never had anyone break a rule however our Neighbors have our cell phone number and are able to call or text us if they have any concerns. If a neighbour did complain, we would immediately contact guests and show up to ensure the issue has been resolved. If it hasn't, we would kindly let the guests know that they need to leave due to breaking a rule such as quiet time. We do also have a winkler garbage disposal bin that is emptied regularly.
Will the owner/operator of the STR live on the subject property?	☒ Yes ☐ No ☐ Other (please specify) Comments: We live at the property when it is not rented. We also stay with family when it is rented. We are personally at every check in and check out alongside cleaners.

NEXT STEPS – PLEASE CHECK TO ACKNOWLEDGE:

Prior to consideration of the TUP application by the CSRD Board:		Please check to acknowledge:
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.	☒
2	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. 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. 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.	☒
3	Planner will send out notices to properties within 100 m of the property subject to the TUP application and post to the CSRD website, 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.	☒
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.)	☒
5	A complaint response plan detailing how concerns and complaints will be addressed shall be provided.	☒

If the CSRD Board approves the Temporary Use Permit, prior to issuance of the TUP:		Please check to acknowledge:
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.		☒
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.		☒
Any septic system repairs or improvements identified in the sealed memo must be completed and confirmed by an Authorized Person.		☒

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).	☒
The clear posting of the following information in the STR at a site accessible and visible to guests: - the owner or local contact information, with availability or accessibility by phone 24 hours a day and 7 days a week; - clear noise rules and quiet times (10 PM - 7 AM Daily); - emergency call number: 9-1-1; and - safe storage and management of garbage	☒
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.	☒
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.	☒
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).	☒
The maximum number of guests (e.g., maximum of 8).	☒
Quiet time (e.g., 10 PM – 7 AM daily).	☒
STR signage shall be limited to one sign. Maximum sign area is 1 m ² (0.5 m ² for each side if two-sided).	☒
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.	☒
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.	☒
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.).	☒



Print name of Owner/Agent



Signature of Owner/Agent

03/06/25

Date (mm/dd/yy)



Print name of Owner/Agent



Signature of Owner/Agent

03/06/25

Date (mm/dd/yy)