



MUNICIPALITY OF HARRISON PARK

43 Gateway Street · P.O. Box 190 · Onanole, Manitoba · R0J 1N0
Phone: 204-848-7614 · Fax: 204-848-2082 · Email: admin@harrisonpark.ca

PLANNING APPLICATION for Short-Term Rentals

FILE NO.	
HEARING DATE	
TIME SLOT	
DECISION	

What is a conditional use?

A conditional use means a building or land use that may be unique in its characteristics or operation which could have an impact on neighbouring properties.

How long does the conditional use process take?

The length of time to process depends on the complexity of the application proposal and the completeness of the required documentation and information.

What happens during the conditional use process?

Once the complete application is submitted and the applicable fees have been paid, the planning officer will approve the conditional use for posting and public notices will be prepared.

Notice of hearing will be sent at least 14 days before the hearing to every owner of property located within 100 metres of the affected property.

The public notices inform the neighbourhood of the purpose of the conditional use and the date, time, and location of the public hearing. On the day of the hearing, the decision maker (Council) will decide whether to approve the conditional use with or without conditions, or reject the conditional use altogether.

What criteria is used when Council makes a decision?

The criteria to approve a conditional use application are based on subsection 106(1)(b) of The Planning Act, which includes the following:

- (i) Will be compatible with the general nature of the surrounding area,
- (ii) Will not be detrimental to the health or general welfare of people living or working in the surrounding area, or negatively affect other properties or potential development in the surrounding area, and
- (iii) Is generally consistent with the applicable provisions of the development plan by-law, the zoning by-law and any secondary plan by-law.

In the letter of intent, please explain how each criterion is met. This is an opportunity to address all issues and reduce the possibility of an important factor being overlooked.

Is Council's decision appealable?

The order of Council on an application for approval of a conditional use is final and not subject to appeal.

What are probable conditions that may be imposed if my application is approved?

Some conditions that council may impose on an approved application are:

- Approval expires in two years
- The applicant installing a NoiseAware system into the dwelling
- No outdoor televisions or stereos
- Providing an onsite manager
- Contact name and phone number for owner(s) being posted on front lawn
- Pass a fire safety inspection
- A quiet time of 11:00 p.m. to 8:00 a.m.
- If applicable, no hot tub use during quiet time
- No outdoor fires during quiet time
- Spark arrestor on any outdoor fire pits
- No fireworks
- On-site parking for guests to a maximum of 1 vehicle per bedroom
- A maximum of 90 days rental per calendar year

Please complete all sections of the application. In-complete applications will not be considered.

The Development Officer reserve the right to determine the completeness of an application.

Applicant(s)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Owner(s) *(if different from applicant)*

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Proposed Short-Term Rental Details

Location: _____
Street Address

Community: _____ Zoning: _____

Is this premises your primary residence? Yes No

Type: Dwelling: *entire dwelling* OR *portion of dwelling*

Bunkhouse Guest House

Other: _____

Number of bedrooms: _____

Number of off-street parking spaces: _____

Household garbage removal: Guest Responsibility Local Contractor

Other: _____

Water: Private Well Semi-public Municipal

Other: _____

Wastewater Holding Tank Septic Tank & Field Municipal

Other: _____

Holding or Septic Tank Size: _____ gallons

Number of short-term rentals within 100 metres: _____

Checklist of Required Documents / Approvals

✓	Item	Explanation & Notes														
	Current Status of Title	A Status of Title is a document that identifies property ownership and is available from the Neepawa Land Titles Office. The copy provided must be dated within 30 days of the application date to verify current ownership, etc. For further information, please visit Teranet Manitoba.														
	Letter of Intent	This letter should provide a description of the proposal, planning rationale, how it is compatible with its surrounding context, and a description of the proposed measures to mitigate expected on- and off-site impacts. Please see template at end of this document.														
	Letter of Authorization	Written authorization by all registered owner(s) of the land whose name(s) appear on the Status of Title. If the owner on the title is a company name or number, the person signing the letter must state the company name or number as shown on the title and that they are authorized to sign for that company. Please see template at the end of this document.														
	Site Plan	Detailed, fully dimensional, drawn to scale site plan including: <table border="1" data-bbox="597 682 1435 955"> <tr> <td>Municipal Address</td> <td>Scale</td> </tr> <tr> <td>North Arrow</td> <td>Dimensioned property lines</td> </tr> <tr> <td>Existing Structures</td> <td>Streets labelled</td> </tr> <tr> <td>Parking spaces, drive aisles, driveways, ingress, egress</td> <td>Exterior lighting</td> </tr> <tr> <td>Screening or nature features</td> <td>Garbage storage</td> </tr> <tr> <td>Buffers or landscape features</td> <td>Swimming pool / hot tubs</td> </tr> <tr> <td>Fencing</td> <td>Outdoor fire pits</td> </tr> </table>	Municipal Address	Scale	North Arrow	Dimensioned property lines	Existing Structures	Streets labelled	Parking spaces, drive aisles, driveways, ingress, egress	Exterior lighting	Screening or nature features	Garbage storage	Buffers or landscape features	Swimming pool / hot tubs	Fencing	Outdoor fire pits
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Fencing	Outdoor fire pits															
	Landscaping plan <i>(if applicable)</i>	Detailed, fully dimensioned, drawn to scale landscape plan including the following: <table border="1" data-bbox="597 1018 1435 1108"> <tr> <td>New plantings (number, location, species)</td> <td>Open space</td> </tr> <tr> <td>New fencing/screening</td> <td>Ground cover</td> </tr> </table>	New plantings (number, location, species)	Open space	New fencing/screening	Ground cover										
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	Photos of property	Current full colour photos of the property, one taken from the street and one showing the complete front of the applicable buildings														
	Floor Plans <i>(if applicable)</i>	Detailed, fully dimensional, drawn to scale floor plans showing interior layout of the building including labels and dimensions of sleeping areas. All egresses must be shown and the size and dimensions of all egresses from a sleeping area must be labeled.														
	Fire Safety Inspection <i>(mandatory upon approval)</i>	A detailed fire safety inspection will be a condition of approval. Please see fire safety inspection template and information at the end of this document. <i>Please call the Municipal Office to book an inspection.</i>														
	Letter(s) of Support	Written support or signatures of support from neighboring property owners who may be adversely affected by the proposed development. Please see template at the end of this document.														

APPLICANT'S SIGNATURE

I/We hereby certify that the information provided on this form and attachments hereto, to the best of my knowledge is a true statement of facts concerning this application.

Signature: _____ Date: _____

Signature: _____ Date: _____

OFFICE USE

Lot: _____ Block: _____ Plan: _____ Zone: _____

Section: _____ Township: _____ Range: _____ WPM

Civic Address: _____

CONDITIONAL USE

By-law: R.M. of Park 1311

By-law: R.M. of Harrison 1381

Part: _____

Part: _____

Section: _____

Section: _____

Table: _____

Table: _____

Comments: _____

VARIATION

By-law: R.M. of Park 1311

By-law: R.M. of Harrison 1381

Part: _____

Part: _____

Section: _____

Section: _____

Table: _____

Table: _____

Comments: _____

APPLICATIONS	FEES	✓	TOTAL FEES
Conditional Use Application for STR	\$3000		RECEIPT No.
Variation Application	\$225		
Land Titles search fee	\$30		
Advertising			

Date Application Received: _____

Letter of Authorization

Registered owner(s) of the property whose name(s) appear on the title.

Date: _____

To: Municipality of Harrison Park
Planning Officer
43 Gateway Street
PO Box 190
Onanole, MB R0J 1N0

RE: _____ (address or legal description of application)

I (We) hereby give authorization to:

_____ (Applicant's name)
_____ (Applicant's name)

To apply for a planning application for a short-term rental at the above address.

Registered owner(s) on the current Status of Titel or Certificate of Title:

Please print name and company name *(if applicable)*

Signature

Please print name and company name *(if applicable)*

Signature

Please print name and company name *(if applicable)*

Signature

Please print name and company name *(if applicable)*

Signature

Request for Support for a Planning Application for a Short-term Rental
Signatures of support from impacted neighbours.

Date: _____

To: Municipality of Harrison Park
Planning Officer
43 Gateway Street
PO Box 190
Onanole, MB R0J 1N0

RE: _____ (address or legal description of application)

I consulted with my neighbours on my request for a short-term rental at the above referenced premises.

Please provide a brief description of the planning application in the space provided below:

The following neighbours support/do not oppose my request for a short-term rental:

Name	Address	Daytime Phone Number	Signature(s)

Letter of Intent – Planning Application for Short-term Rentals

Date		File No.	
Name of Applicant			
Property Address			

What is/are the reason(s) for this application? *(Please attach any additional information if more room is required.)*

How would it impact you, if you cannot proceed with this proposal?

How is this proposal compatible with the surrounding properties?

How will this proposal impact your neighbours/neighbourhood?

What are the proposed measures to mitigate expected on- and off-site impacts?

Additional Comments:

Signature(s) of Applicant(s):

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Fire Safety Inspection Checklist

Minimum Fire Safety Requirements

The following minimum requirements shall apply to all short-term rentals:

A. General

1. Combustible materials shall not accumulate in quantities or locations that will constitute an undue fire hazard.
2. Household chemicals shall be stored away from children.
3. Matches and lighters shall be kept out of reach of children.
4. Large ashtrays shall be present where smoking may occur.
5. Flammable liquids shall not be stored in the dwelling.
6. Clothes dryer lint filter and vent pipe must be kept clean.
7. Small appliances shall be unplugged when not in use.
8. Occupants must be present and monitor the safe use of candles when lit.
9. BBQ grill and propane shall be properly stored outdoors.

B. Occupant Safety

1. Dwelling must have a written fire safety plan.
2. Dwelling occupants shall practice an emergency exit plan.
3. Emergency phone numbers must be clearly posted.
4. Means of egress shall be maintained in good repair and free of obstructions.
5. Bedroom windows shall meet egress requirement size and must easily opened.
6. Means of egress from second level of dwelling shall comply to Code.
7. Means of egress from basement (as required) shall comply to Code.
8. Interior stairways shall comply to Building Code including handrails.

C. Alarms and Life Safety Equipment

1. Approved smoke alarms shall be installed on every level and in every bedroom.
2. Smoke alarms shall be inspected, tested and maintained in operating condition.
3. Batteries in smoke alarms shall be no more than 6 months old.
4. Smoke alarms shall be hardwired and interconnected.
5. A heat detector shall be installed in any attached garage and interconnected to smoke alarms in dwelling.
6. An approved carbon monoxide alarm shall be installed on every level, as required.
7. Carbon monoxide alarms shall be inspected, tested and maintained.
8. A multi-purpose (ABC) fire extinguisher with minimum rating of 2A10BC shall be readily accessible in the dwelling.
9. The owner or owner's agent shall ensure that life safety equipment is in place and in operational condition at the end of every rental stay and prior to the next guest check in.

D. Heating

1. Combustibles shall be kept 1 m (3 feet) away from space heaters/furnaces/hot water tanks.
2. Furnace must be inspected and cleaned annually.
3. Clearances shall be maintained between heating equipment and combustible materials and/or construction. (Steam/hydronic heating)
4. Combustibles shall be kept away from electric baseboard/electric forced air heaters.
5. Furnace filters shall be kept clean and in good shape.
6. Heating ducts shall be properly maintained.

7. Heating appliance shall be installed according to manufacturer's recommendations.
8. Wood heating appliance shall be used as designed and not used as an incinerator. Waste and other refuse shall not be burned, only supplied firewood.
9. Wood heating appliance shall have spark arresting screen/doors.
10. Chimney shall be inspected and cleaned annually.
11. Chimney shall have a spark arrestor installed.
12. Ashes shall be disposed of in a metal container. It shall be the responsibility of the renter to ensure the proper disposal of ash and embers in accordance with the owner's instructions.

E. Electrical

1. Extension cords shall be used in a proper manner.
2. Power bars shall not be electrically overloaded.
3. Electrical equipment and wiring shall be maintained in good condition.
4. There shall be no visible bare or exposed wires.
5. There shall be no visible overloading of electrical circuits.
6. Switches and receptacles shall be in good condition, including faceplates.
7. Electrical panels shall be accessible, covered and labeled.
8. Kitchen shall have GFCI outlets within 1 m (3 feet) of running water outlets and such GFCI outlets shall work properly.
9. Outside electrical receptacles shall be GFCI and shall be in good working condition.
10. Multi-plug wall outlet adapters are not permitted.
11. Kitchen range hood shall be clean and in good working order.

F. Exterior

1. House numbers shall be visible from the street.
2. Paths of travel and exits shall be maintained free of obstructions.
3. A solid door shall be located between any attached garage and house.
4. There shall be no accumulation of rubbish, trash, tree trimmings on the property.
5. Grass shall be cut and maintained around the dwelling.
6. Firewood shall be stored away from the dwelling.
7. Flammable liquids shall be properly stored.
8. Exterior steps shall meet Building Code including handrails.
9. Elevated surfaces (ie. Deck) in excess of 600 mm (24 inches) height off ground shall be protected with railing compliant with Building Code.
10. Outdoor fire pit shall not be used for burning waste or refuse, only supplied firewood.
 - a. The owner shall provide safe operating procedures for the use of outdoor fire pits.
 - b. Ashes shall be disposed of in a metal container. It shall be the responsibility of the renter to ensure the proper disposal of ash and embers in accordance with the owner's instructions.

G. Other

1. Any other fire safety concern that the Fire Inspector observes at time of inspection.