



PERMIT APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

SHORT-TERM RENTAL

APPLICANT INFORMATION (All fields must be completed)

Applicant Name(s):

Mailing Address:

Telephone:

Cell:

Email:

CURRENT LEASE LOT DETAILS (All fields and questions must be completed)

Cultus Lake Park Address:

Total number of designated parking spaces provided for your Short-term Rental:

Have you previously held a Short-term Rental Permit for this leased lot?

Yes

No

Have you previously applied and been refused or had a Permit cancelled for this leased lot?

Yes

No

If yes, when?

Please describe in detail your weekly Garbage, Recycling and Green Waste Management Plan beyond Cultus Lake Park's bi-weekly garbage and weekly green waste scheduled pick up services: *(Use a separate sheet of paper if necessary)*

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EMERGENCY CONTACT INFORMATION (All fields must be completed)

When the Leaseholder is not available, who will serve as the designated 'Responsible Person' to operate as the primary contact for this Short-term Rental? (A person who, at all times 24hr/7 days that the Short-term Rental is operated, has access to the premises and can be onsite within two hours, and the authority to make decisions in relation to the premises and the rental agreement.)

Name: _____

Address:

Telephone:

Cell:

Email:

QUESTIONNAIRE— All questions must be answered by circling 'YES' or 'NO'.

1. Is this application for whole house rental use?	YES	NO
2. Is the Short-term Rental use within the confinements of your Secondary Suite?	YES	NO
3. Is the property provided with:		
a) Hardwired / interconnected smoke detectors?	YES	NO
b) Battery operated / interconnected smoke detectors?	YES	NO
c) Carbon Monoxide detectors?	YES	NO
4. Does each bedroom have an interconnected combination smoke/carbon monoxide detector?	YES	NO
5. Is there a Fire Escape Plan easily visible and posted which includes an escape route from each bedroom to an outdoor exit?	YES	NO
6. Do you have a valid fire extinguisher at the leased lot that is accessible to guests?	YES	NO

LEASE HOLDER APPROVAL— ALL applicable leaseholders listed for your property must sign.

By signing below, I/We approve and agree to the use of a Short-term Rental operation on the above stated property that the applicant and I/We are on title as Leaseholders 'Jointly' or 'In Common' with. I also understand and agree to equal responsibility and obligation contained in the current Cultus Lake Bylaws for Short-term Rentals (STR's).

Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:

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ACKNOWLEDGEMENTS — All initial and signature boxes must be signed by the applicant.		Initial:
1.	I understand I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a STR Permit by Cultus Lake Park and in respect of this acknowledgement.	<input type="text"/>
2.	I understand that I should inform my Insurance provider and advise them of my use of the Leasehold property within Cultus Lake Park as a Short-term Rental.	<input type="text"/>
3.	I understand that I must provide a minimum of 2 parking stalls, including providing Guest Hanging Permits or Residential Permit stickers for the use of the guests and, as per The Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 and all Amendments, understand leaseholders are responsible for all parking permits, including replacements should permits become lost or stolen.	<input type="text"/>
4.	I acknowledge that I must include my STR Permit number in a conspicuous location on any digital advertising I use in relation to my STR. I further acknowledge that I must post my STR Permit in a conspicuous location inside my home.	<input type="text"/>
5.	I acknowledge that I must provide an escape route map for STR guests to use in the event of an emergency.	<input type="text"/>
6.	I, the undersigned, hereby make application for a Short-term Rental Permit in accordance with the information as stated and declared in the statements are true and correct. I understand that the Permit Application fee and all applicable fee(s) associated will not be refunded after the Permit is issued.	<input type="text"/>
7.	I undertake, if granted the Permit applied for, to comply with each and every obligation contained in the current Cultus Lake Bylaws. I understand it is my full responsibility that guests adhere to and follow the parameters set for each Cultus Lake Bylaw. I also will inform Short-term Rental guests of the Bylaws and to make them available for each guest(s) for the duration of their stay. Further, failure to meet these obligations may result in the Short-term Rental Permit being suspended or possible revocation, as well as any related fines outlined in each Bylaw violation. Leaseholders are subject to all Cultus Lake Bylaw related fines.	<input type="text"/>
8.	I further understand that all Short-term Rental Permits expire on December 31st of each year and must be renewed each year prior to January 1st. Every Short-term Rental Permit is subject to review at any time and may be suspended or revoked for cause.	<input type="text"/>
9.	I acknowledge that the personal information collected on this form is collected in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> and that Cultus Lake has authority to collect my/our information for the purposes of administering this Permit according the <i>Local Government Act or Regulations</i> and the <i>Cultus Lake Park Act</i> .	<input type="text"/>
10.	I understand payment of the Permit Application Fee does not guarantee approval of the Permit and I cannot commence business until such time as the Permit has been approved and issued. I will also notify Cultus Lake Park of any changes in the above stated particulars, approvals and acknowledgements.	<input type="text"/>

Applicant(s) Name:	Witness' Name: <i>(Can not be Cultus Lake Park Staff)</i>	Date:
Applicant(s) Signature: X	Witness' Signature: X	Date:

Applications will not be processed unless all required documentations is attached.

Operating a Short-Term Rental without a valid Permit is an **offence** for which penalties are prescribed. A person found guilty of offence under The Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020 is subject to applicable fines.

For Office Use Only:

LR# _____

RECEIPT # _____



CLP DATE STAMP

REQUIREMENTS CHECK-LIST:

- STR Permit fields are filled out and complete.
- Contact Information including phone and email for the person that will be available to respond to Cultus Lake Park's request within 24 hours is provided.
- STR Question Sheet is complete.
- STR Leaseholder Approval for STR Permit is signed by each leaseholder on Title.
- STR Acknowledgements for STR Permit is initialed by applicant(s) and is signed by the applicant(s) and a witness. Note that Cultus Lake Park Staff cannot sign as the witness.
- Once approved, data is entered in STR Master List.

DECISION

Date: _____

Approved? YES / NO

Non-refundable Permit Fee Paid? YES / NO

Receipt: _____

PERMIT # _____

Approved by:

Chief Administrative Officer's Signature

Notes:
