



## Short Term Accommodation (STA) Application Licence Checklist GRANDFATHERED SECONDARY

**By-law Enforcement Services**  
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### Short Term Accommodation (STA) Licence Application Checklist

Please follow the checklist below and submit with your application. It will ensure that you are submitting a complete application package.  
**Applications are not deemed complete unless all supporting documentation has been received with application.**

#### ITEMS REQUIRED TO COMPLETE APPLICATION

	YES	NO
Completed licence application form - Attachment A	<input type="checkbox"/>	<input type="checkbox"/>
Signed Self-Attestation Form (Fire Department) - Attachment B	<input type="checkbox"/>	<input type="checkbox"/>
Proof of property ownership, must be a land transfer deed or PIN abstract from the Land Registry Office.	<input type="checkbox"/>	<input type="checkbox"/>
The property will be used as: Grandfathered Secondary **	<input type="checkbox"/>	<input type="checkbox"/>
Proof of insurance: Please submit Insurance Requirement Document signed by you and your insurance agent.	<input type="checkbox"/>	<input type="checkbox"/>
◇ Legal Liability of 2 Million or more;	<input type="checkbox"/>	<input type="checkbox"/>
◇ Policy does not exempt Short Term Rentals;	<input type="checkbox"/>	<input type="checkbox"/>
◇ Contains coverage for damage from fire and	<input type="checkbox"/>	<input type="checkbox"/>
◇ the Applicant's insurance is cancellable by the Applicant's insurer on no less than 30 days' prior notice	<input type="checkbox"/>	<input type="checkbox"/>
Proof of septic tank capacity (pump record/past sewage system permit)	<input type="checkbox"/>	<input type="checkbox"/>
Exterior photos of the rental home, taken square on if possible, one photo each to show each side	<input type="checkbox"/>	<input type="checkbox"/>
Floor plan with accurate dimensions showing an emergency evacuation plan inclusive of each bedroom, sleeping area, smoke alarm, carbon monoxide alarm, extinguisher and existing egress door or windows, furnace room(s) and heating appliances, storage rooms, craft room, laundry rooms and ensure the floor plan shows each story and includes the basement.	<input type="checkbox"/>	<input type="checkbox"/>
One (1) site plan drawing showing the property boundaries with:	<input type="checkbox"/>	<input type="checkbox"/>
the location of the building(s) with the setback to each property boundary (front, back & each side)	<input type="checkbox"/>	<input type="checkbox"/>
the location & dimensions of parking area(s) - the number of parking spaces that shall be provided per Guest Room (no less than one (1) per Guest Room) in addition to the required spaces for the principal dwelling. Such parking spaces shall be on the same lot as the use and shall comply with the requirements outlined in the Zoning By-Law.	<input type="checkbox"/>	<input type="checkbox"/>
the driveway access from the road to the parking area(s)	<input type="checkbox"/>	<input type="checkbox"/>
the location & dimensions of outdoor amenity area(s) (pool/deck/patio/gazebo/etc.)	<input type="checkbox"/>	<input type="checkbox"/>
the location of any fencing, significant landscaping or other buffering. <span style="float: right;">** Attachment D**</span>	<input type="checkbox"/>	<input type="checkbox"/>
** To achieve secondary home 'Grandfather status'; Documents confirming your STA was in existence prior to <b>October 9 ,2018</b> and has been active in past 24 months with a statement from a designated Chartered Accountant or Rental Agency that you have regularly received income from this address (with receipts) are required.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>