



POLICY

POLICY TITLE: Tourist Home Permit
POLICY #: D-002-003
EFFECTIVE DATE: May 11, 2009
ADOPTED BY COUNCIL ON: May 11, 2009
RESOLUTION #: 135.05.09
SUPERCEDES: E-002-003
USE IN CONJUNCTION WITH: LAND USE BYLAW and BUSINESS LICENSE BYLAW

POLICY STATEMENT

The Town of Sylvan Lake believes that it is the responsibility of property owners to properly maintain and be responsible for activities occurring on their property. Sylvan Lake relies on the economic benefits of the tourism industry and it is essential that visitors receive good quality tourist home rentals in all aspects while respecting the integrity of the neighbourhood.

PURPOSE

Establish a procedure to be used in conjunction with the Land Use Bylaw to allow the use of residential property in the Town of Sylvan Lake as Tourist Homes. Provide the Town and, where necessary, various law enforcement agencies with contact information regarding Tourist Homes and their Owners.

1. DEFINITIONS:

Applicant: Person requesting a Tourist Home Permit.

Land Use Bylaw: The bylaw adopted by the Town of Sylvan Lake Council that is the current Land Use Bylaw with amendments.

Law Enforcement Agency: Includes Sylvan Lake RCMP and Sylvan Lake Municipal Enforcement and may also include Sylvan Lake Fire Department and the Ambulance Services for the Town of Sylvan Lake,

Owner: Person(s) who are registered on the title of the land.

Property: The land and building(s) that are to be used as a Tourist Home.

Tourist Home: Means a commercial use wherein a dwelling unit is offered for rent to guests for a period of less than 28 days.

2. **RESPONSIBILITIES:**

A. Applicant:

- i. Responsible for submitting to the Town of Sylvan Lake a 'Tourist Home Application Package' which includes but is not limited to the following:
 - a. A completed Application for Development of a Tourist Home
 - b. Site Plan of the property showing the number and size of off – street parking stalls to be provided;
 - c. Letter from Local Contact person who is authorized to act on behalf of the Owner. The letter shall state the name, phone number and address of the Local Contact;
 - d. Detailed information regarding proposed signage (if any) for the Tourist Home;
 - e. Applicable fees;
 - f. In the event that the Applicant is not the Owner of the property, a letter from the Owner stating that they consent to the use of the property as a Tourist Home.
- ii. Responsible for ensuring that the Town of Sylvan Lake has the most current contact information available for the Local Contact.

B. Local Contact:

- i. Responsible for liaising with the Town and Law Enforcement Agencies regarding activities occurring on the property.
- ii. Responsible to aid the Town and Law Enforcement Agencies in rectifying or mitigating identified problems with the property.

C. Town:

- i. Responsible for making Local Contact information available to Law Enforcement Agencies.

3. **PROCEDURES:**

A. Upon receipt of the 'Tourist Home Application Package', the Planning & Development Department shall:

- i. Review the information provided and advise the Applicant of any additional information required.
- ii. Establish a mutually acceptable time for the Town of Sylvan Lake to inspect the property.
- iii. Notify adjacent land owners in accordance with policy or Land Use Bylaw as applicable.
- iv. Refer the application to the Municipal Planning Commission.

B. Municipal Planning Commission

- i. Review the information provided and either request additional information or approve or deny the application.

TOURIST HOME APPLICATION REQUIREMENTS

1. Formal Application Form.
2. Site Plan showing number & size of off-street parking stalls provided.
(dimensions to be shown and to scale)
3. Parcel coverage calculations for front yard parking (Bylaw requirements: maximum 50% of front yard may be used for driveways & parking stalls).
4. Letter from local contact authorized to act on the owners behalf.
5. Detailed information, including size, location and design of signage proposed for the site.
6. Tourist Home Application discretionary use fee.
7. Business License application fee.