



CITY OF CHESTERMERE
APPLICATION & CHECKLIST FOR
SHORT-TERM RENTAL DEVELOPMENT PERMIT

OFFICE USE ONLY
APPLICATION ADDRESS
DATE RECEIVED
APPLICATION FEE
FILE NUMBER (if applicable)
RECEIPT #

I/WE hereby make application under the provisions of the Short-Term Rental Bylaw for a short-term rental license, the plans and supporting information submitted herewith being part of this application.

APPLICATION TYPE
Please check one.
New
Renewal

OWNER OPERATOR/ TENANT INFORMATION
OWNER NAME
COMPANY/BUSINESS NAME (if applicable)
OWNER ADDRESS
PHONE NUMBERS
CITY/TOWN
POSTAL CODE
APPLICANT EMAIL ADDRESS

PROPERTY INFORMATION
What type of property will you be renting to guests? Please check one.
Single-Detached Dwelling
Semi-Detached dwelling/Duplex
Townhouse/Townhouse-Stacked
Multi-Family/Apartment

TYPE OF RENTAL
How will guests be able to rent your property? Please check one.
Whole Dwelling (Guests will have exclusive use of the property)
Portion of a Dwelling (Guests will share the property with a host)
Will a host live in the short-term rental property at any time while it is rented? Yes No

OTHER INFORMATION
What is the maximum number of guests who will be able to stay at your property at one time?
How many bedrooms are available to guests?
How many bathrooms are available to guests?

Guest Check-In and Check-Out

Recommendations for checking in and checking out guests:

- Explain your check-in and check-out procedures to guests before they arrive so they know what to expect.
- Discourage late check-ins to avoid disturbing neighbouring residents.
- Provide guests with clear directions to the property, including any special instructions for accessing the property.
- Greet your guests in person so you know who is staying on your property. Use this opportunity to clarify expectations and answer any questions your guests may have.
- If you are not able to greet your guests in person, provide clear and reliable instructions for self-check-in so guests can access the property without disturbing neighbouring residents.
- Check guests out in person whenever possible or inspect the property immediately after each check-out.

How will your check-in and check-out procedure be explained to guests before they arrive?

Describe your check-in procedures:

Will a host meet your guests in person when they check in?

Please check one.

Yes No

If no, how will you ensure your guests are able to access the property without disturbing neighboring residents?

Describe your check-out procedures:

Will a host meet your guests in person when they check out?

Please check one.

Yes No

If no, how will you ensure your guests are able to leave the property without disturbing neighboring residents?

Emergency Contact Information

When the owner/tenant 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 is available 24hr/7days, lives locally (or at the discretion of the development officer) and has access to the premises and authority to make decisions in relation to the premises and the rental agreement.*

EMERGENCY CONTACT INFORMATION (PRIMARY)		
CONTACT NAME		COMPANY/BUSINESS NAME (if applicable)
ADDRESS		PHONE NUMBERS WORK HOME/CELL
CITY/TOWN	POSTAL CODE	EMAIL ADDRESS

EMERGENCY CONTACT INFORMATION (SECONDARY)		
CONTACT NAME		COMPANY/BUSINESS NAME (if applicable)
ADDRESS		PHONE NUMBERS WORK HOME/CELL
CITY/TOWN	POSTAL CODE	EMAIL ADDRESS

Noise

Recommendations for preventing excessive noise:

- Greet guests in person and remind them of the rules regarding noise.
- Be aware of other noise requirements that may apply to your property (e.g. condominium or homeowner association bylaws).
- Avoid renting to large groups, or for gatherings or parties that are likely to make noise.
- Establish noise provisions in your house rules that are compliant with the Community Standards Bylaw.
- Follow up with guests during their stay.

How will you ensure that your guests do not make excessive noise?

What action will you take when a noise complaint is received while a guest is on the premises?

Waste

Recommendations for disposing of waste correctly:

- Provide appropriate waste bags and containers for your guests.
- If your guests are responsible for placing garbage and recyclables out for collection, ensure they know the collection day and all collection requirements.
- Post a What Goes Where poster on the property to help your guests sort waste correctly.
- Visit <https://thecityofchestermere.ca/residentialservices/recycling-garbage/> for more information.

How will you ensure that waste materials are sorted and disposed of properly?

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Parking Plan

Parking must be provided in accordance with applicable bylaws. Indicate where on site you will provide parking. Site plan

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Advertising

How will you advertise the property for short-term rental?

List the specific rental platforms or any other sources you intend to use.

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Insurance

Attach proof of insurance. It is the landowner's responsibility to maintain insurance and provide annual proof of insurance.