



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.

Applicant(s)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

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

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Proposed Short-Term Rental DetailsLocation: _____
Street Address

Community: _____

Is this premises your primary residence? ☐ Yes ☐ NoType: ☐ 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

✓	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	<table><tr><td colspan="4">Detailed, fully dimensional, drawn to scale site plan including:</td></tr><tr><td></td><td>Municipal Address</td><td></td><td>Scale</td></tr><tr><td></td><td>North Arrow</td><td></td><td>Dimensioned property lines</td></tr><tr><td></td><td>Existing Structures</td><td></td><td>Streets labelled</td></tr><tr><td></td><td>Parking spaces, drive aisles, driveways, ingress, egress</td><td></td><td>Exterior lighting</td></tr><tr><td></td><td>Screening or nature features</td><td></td><td>Garbage storage</td></tr><tr><td></td><td>Buffers or landscape features</td><td></td><td>Swimming pool / hot tubs</td></tr><tr><td></td><td>Fencing</td><td></td><td>Outdoor fire pits</td></tr></table>	Detailed, fully dimensional, drawn to scale site plan including:					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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	Landscaping plan <i>(if applicable)</i>	<table><tr><td colspan="4">Detailed, fully dimensioned, drawn to scale landscape plan including the following:</td></tr><tr><td></td><td>New plantings (number, location, species)</td><td></td><td>Open space</td></tr><tr><td></td><td>New fencing/screening</td><td></td><td>Ground cover</td></tr></table>	Detailed, fully dimensioned, drawn to scale landscape plan including the following:					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	A detailed fire safety inspection must be completed by a person qualified to undertake such inspection. A person qualified is an individual that has successfully completed a training program offered or recognized by the Manitoba fire commissioner respecting fire safety inspections; or the equivalent training and experience necessary, as approved by the Manitoba fire commissioner, to appropriately conduct fire safety inspections. <i>The Municipality will not be conducting fire safety inspections.</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	\$1000		
Variation Application	\$225		
Land Titles search fee	\$27		RECEIPT No.
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