

Bed & Breakfast Agreement Application Checklist

- Completed Development Agreement Application
- Schedule “A” from your Property Deed (if you do not have a copy, Taxation & Property Records at the Provincial Government should have this)
- Floor Plans – Please highlight/indicate in your floor plans what spaces are to be used for the Bed & Breakfast, what spaces will be common spaces, and what spaces will not be used for guest accommodations. All stories should be included. A maximum of 3 bedrooms can be offered for guest accommodation, with up to 5 rooms with approval from Town Council.
- Dimensioned Site Plan with Parking Layout – must include 2 parking spaces for residents (including garage), plus 1 space per guest room. All spaces must fit on the applicant’s property (not permitted in the provincial right-of-way). An Entranceway Application may be required if you need to widen your culvert to accommodate this requirement.
- Any relevant building permits (please check with the Planning Department staff if you are doing renovations to ensure you don’t require a building permit)
- Application Fee (\$300.00)

****Once the application has been reviewed and approved, the agreement must be signed & witnessed in person by a Commissioner of Deeds & Oaths (available at Town Hall).**