



*Life's Just Better Here*

## **BED AND BREAKFAST APPLICATION**

### **GENERAL PROCEDURES FOR FILING A BED AND BREAKFAST SUBMITTAL APPLICATION:**

- ❖ Bed and Breakfast submittal applications may be obtained at the Community Development Services Department and may be initiated by the owner of the property involved or his legally designated representative.
- ❖ Applicants for Bed and Breakfast approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Development Services Department staff. You may arrange an appointment by calling 954-390-2180.
- ❖ An application for Bed and Breakfast approval and the required site plan review together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Development Services Department following the pre-application conference.
- ❖ The Community Development Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Development Services Department has determined that the application and support documents are complete, the application and support documents shall be distributed to the Development Review Committee (DRC). The DRC consists of staff from several different City Departments who review plans for compliance within their areas of expertise.
- ❖ The DRC shall forward their recommendations and findings to the Planning and Zoning Board.
- ❖ The Community Development Services Department shall place the Bed and Breakfast application upon the next most appropriate Planning and Zoning Board agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Development Services Department.
- ❖ The applicant will receive an agenda and staff report concerning the proposed Bed and Breakfast and staff recommendations prior to the Planning and Zoning Board meeting.
- ❖ The initial application submittal shall be accompanied by ten (10) copies of the Bed and Breakfast Operational plan, site plan and other required plans and documents (see checklist). All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Development Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws;

**BED AND BREAKFAST APPLICATION**

**Submittal Checklist**

(Please refer to Unified Land Development Regulations Articles 050-050 for more information)

Staff Use— √ for each item submitted	Required Items (This list may be modified after the pre-application with Staff)
	<ul style="list-style-type: none"> <li>• Bed and Breakfast Operational Plan demonstrating the following:               <ul style="list-style-type: none"> <li>○ The name of the owners and the operators of the proposed facility.</li> <li>○ The number and function of additional service personnel not residing on the premises.</li> <li>○ The number of guestrooms and the maximum number of guests that can be accommodated daily at the facility.</li> <li>○ A traffic and parking study which includes information such as transportation services which may be provided for guests, the amount of traffic generated by guests and service vehicles delivering food, laundry and other items, how the proposed bed and breakfast dwelling will provide parking in compliance with these regulations.</li> <li>○ A description of proposed outdoor uses, including but not limited to dining, recreation, and entertainment.</li> <li>○ Plans for collection and disposal of refuse.</li> <li>○ Any additional information, which relates to the impact of the bed and breakfast dwelling on surrounding properties and/or other information, deemed necessary by the Director or PZB in processing the application.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Submitted Site Plan must demonstrate the following specific to the proposed Bed and Breakfast:               <ul style="list-style-type: none"> <li>○ The owner or operator residence on the same premise as the bed and breakfast dwelling.</li> <li>○ Maximum of six (6) and a minimum of three (3) sleeping rooms exclusive of sleeping rooms occupied only by the owner and owner's family.</li> <li>○ Sleeping rooms shall have a minimum floor area of one hundred twenty (120) square feet.</li> <li>○ Identification signs for bed and breakfast dwelling shall be limited to a name plate, not to exceed nine (9) square feet in area, designating the name of the bed and breakfast dwelling, and which shall be attached to the side of the building having street frontage. Signage shall not be internally illuminated.</li> <li>○ All sleeping rooms and kitchen areas shall be provided with hard-wired smoke detectors with battery back up.</li> <li>○ At least one bathroom with sanitary and bathing facilities shall be provided for each three (3) guest rooms.</li> <li>○ A common dining area at least one hundred twenty (120) square feet in area shall be provided for the use of all guests.</li> <li>○ Guest rooms shall not contain food preparation facilities</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Boundary survey</li> </ul>
	<ul style="list-style-type: none"> <li>• One (1) tree survey</li> </ul>
	<ul style="list-style-type: none"> <li>• One (1) copy of a recorded plat, if the property has been platted.</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing features (trees, water, structures) including topography, roadways, and use areas</li> </ul>

	<ul style="list-style-type: none"> <li>• Photometric plan</li> </ul>
	<ul style="list-style-type: none"> <li>• Separate landscape plan prepared in accordance with Sec.150-190</li> </ul>
	<ul style="list-style-type: none"> <li>• Proposed building floor plans and architectural elevations, including building height and finished floor elevations, if applicable.</li> </ul>
	<ul style="list-style-type: none"> <li>• The following computations: <ul style="list-style-type: none"> <li>○ The north arrow, scale and date</li> <li>○ Existing zoning of the subject site and adjacent properties</li> <li>○ Total gross and net acreage</li> <li>○ Legal description</li> <li>○ The location and dimensions of proposed setback lines</li> <li>○ Location sketch of subject property in relation to surrounding area</li> <li>○ Proposed net and gross density, and number of dwelling units for site plans with residential components</li> <li>○ Total existing and proposed square footage of buildings and breakdowns by floor, use type, bay or tenant space, and dwelling unit, including required and provided minimum floor areas</li> <li>○ Area devoted to vehicular use areas (roadways, aisles, parking)</li> <li>○ The location, dimensions and character of construction of proposed curb cuts, entrances and exits, parking and loading areas (including number of parking spaces and loading spaces), pedestrian use areas, and vehicular use areas</li> <li>○ Gross project area allocated for common open space</li> <li>○ Plot coverage by roofed structures</li> <li>○ Pervious and impervious surface area, also expressed as a percentage of the site area</li> <li>○ Number of required and provided parking spaces including handicapped, compact and any spaces devoted to attendant parking if permitted</li> <li>○ Minimum lot area, width and depth required and provided</li> <li>○ Minimum yard setbacks or specific build-to lines required and provided</li> <li>○ Maximum and minimum (if applicable) required and proposed building height</li> <li>○ Minimum floor area required</li> <li>○ Adjacent zoning and existing land uses</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Color site plan elevations and renderings for meeting presentation purposes</li> </ul>
	<ul style="list-style-type: none"> <li>• If necessary, written authorization to reproduce any documents accompanying site plan submittals from the applicant, agent, architect, landscape architect, engineer, attorney, etc.</li> </ul>
	Other Items as determined during by Staff:
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# WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

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### BED AND BREAKFAST APPLICATION

Address/Location of Subject Property: \_\_\_\_\_

Owner (Applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent for Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Legal Description of Property Involved: \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Future Land Use Map designation \_\_\_\_\_

Total Acreage/Square Footage of Subject Property \_\_\_\_\_

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): \_\_\_\_\_

Current Use of Land \_\_\_\_\_

Description of Proposed Development \_\_\_\_\_

\*\*\*\*\*STAFF USE ONLY\*\*\*\*\*

Development Review Committee Date: \_\_\_\_\_

Planning and Zoning Board Meeting Date: \_\_\_\_\_



**Authorized Agent Affidavit**

**NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.**

KNOW ALL MEN THAT I, \_\_\_\_\_, do hereby constitute and appoint  
\_\_\_\_\_ my true and lawful agent, to execute the foregoing instrument in my name, place and  
stead this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Name of owner/agent entity if a corporation, L.L.C., partnership,  
trust, etc.

\_\_\_\_\_  
Representative capacity of person signing Affidavit:  
President or Vice President of Corporation  
Managing Member of L.L.C.  
General Partner  
Trustee  
Etc.

STATE OF FLORIDA    )  
  )

COUNTY OF BROWARD    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
\_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print or type name  
My Commission Expires: \_\_\_\_\_

