

Bed & Breakfast / Short Term Rental Application Overview
Prepared December 3, 2003

For more information contact Sara Russell, Planning Assistant, at 747-1814.

Unsure of whether to be applying for a bed & breakfast permit or a short-term rental?
Wondering what the difference is?

A bed & breakfast means a lodging use, where individual rooms within your home are provided to guests on a daily basis or for a short period of time for a fee. Breakfast and/or light snacks may be served to guests renting rooms. Cooking facilities are not allowed in the guest rooms. The owner must reside at the home.

A short-term rental is considered to be a stay of fourteen days or less. The rental is a separate dwelling unit such as an apartment that is rented to one party or individual.

Planning Commission meetings are normally held the first and third Mondays of each month.

Complete applications and all supporting materials must be submitted by *noon on Tuesday* two weeks prior to the Planning Commission meeting of when the request will be considered. For example, materials for the January 19th meeting need to be submitted by noon on Tuesday January 6th.

| January 2004 | | | | | | |
|--------------|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

This deadline allows the municipality to review the applications, send out notifications to the applicant and adjacent property owners, and run the required advertisements in a timely fashion.

In the past, applications have been submitted for a bed & breakfast or short-term rental that required additional background information causing delays in our process. If the applications are not submitted with the required supporting materials, they may not be considered at the Planning Commission meeting.

If the project is straightforward and no concerns are raised, the Planning Commission may take action the first night the case is scheduled. Generally a bed & breakfast or short-term rental request goes to two Planning Commission meetings. If there are any concerns by the Commission or other parties, action may be delayed. This delay would allow time for the applicant to provide more information or time for the parties to work together on the concerns.

To end with, the Planning Commission's recommendation is then forwarded to the Assembly for final approval. In all, you are probably looking at an average of 6 weeks for this type of permit to be processed.

Thank you for working with the City and Borough of Sitka, we sincerely appreciate your cooperation. Since meeting dates are subject to change, applicants are encouraged to call the Planning Office at 747-1814 to confirm meeting dates. Thank you.

*****Individuals may wish to go over their requests with Planning Office staff prior to submitting applications*****

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SHORT-TERM RENTAL &
BED & BREAKFAST APPLICATION

| | |
|--|----------|
| Short-Term Rental Fee | \$100.00 |
| Bed & Breakfast Fee (per Guestroom) | \$35.00 |
| <i>* plus current city sales tax *</i> | |

APPLICANT'S NAME: _____
PHONE NUMBER: _____
MAILING ADDRESS: _____

OWNER'S NAME: _____
(If different from applicant)
PHONE NUMBER: _____
MAILING ADDRESS: _____

PROJECT ADDRESS: _____
LEGAL DESCRIPTION **Lot:** _____ **Block:** _____
 Subdivision: _____
 U.S. Survey _____ **Zoning Classification:** _____

State all reasons justifying request: _____

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).

Anticipated start date: _____

What months of the year the facility will be in operation: _____

- Drawing of the **interior** layout showing:
1. Size and location of rooms
 2. Types of facilities in the rooms
 3. Windows and exits
 4. Location of smoke alarms and fire extinguishers
 5. Guestrooms specifically delineated on the plans

- Drawing of the **exterior** site plan showing:
1. Dimensions of the home
 2. How the house sits on the lot
 3. Location of parking

Check if facility is not fully constructed at the time of the application.

Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF OWNER: _____ DATE: _____

(If different from applicant)