



Land Use Permit for a Bed & Breakfast (B & B)

Bed & Breakfast (B & B) establishments are private residences that offer sleeping accommodations to tourists and are the innkeeper's primary residence. A Bed and Breakfast Land Use Permit is required to operate a Bed and Breakfast establishment in East Bay Charter Township.

To apply for a Land Use Permit for a Bed & Breakfast, please complete the following document. Along with the application, please provide all requested attachments.

The fee for a Bed & Breakfast license is \$350. This is a one-time fee.

(Please type or print in ink)

General Information

Authorized Agent's Name: _____ Phone #: () _____

Authorized Agent's Email: _____

Owner's Name: _____ Phone #: () _____

Owner's Email: _____

Parcel ID #: 28 – 03 – _____ – _____ – _____ Zoning District/Map Page (Office Use Only): _____

Parcel Address: _____

Bed & Breakfast Establishment Name (Optional): _____

Residence Type (Check One): Single-Family _____ Two Family/Multi-Family _____

Number of Guest Rooms**: _____ Maximum Number of Guests: _____ Parking Spaces: _____

**** (Four or more rooms shall be subject to a special land use review and approval by the Planning Commission)**

Are there any Road of Right-of-Ways/Easements which abut or travel across the property**? Yes _____ No _____

**** (If yes, please show on the site plan attachment)**

Does the Bed & Breakfast Establishment have any signs**? Yes _____ No _____

**** (If yes, sign must be in accordance with Section 215 of the Zoning Ordinance)**

Attachments

- Photo of the exterior of the Bed & Breakfast establishment as well as photos of the interior of all guest rooms.
- To-scale floor plan of the Bed & Breakfast establishment that indicates the rooms to be utilized. Please show the location of all doors and windows. All guest rooms must have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant for up to a maximum of four (4) occupants.
- A site plan of the parcel depicting the location and number of all parking spaces.
- A landscape plan subject to Section 229 of the Zoning Ordinance (see table below).

East Bay Charter Township – Office of Planning & Zoning ~ 1965 N Three Mile Rd, Traverse City, MI 49696

Phone: (231) 947-8681, ext. 3 Email: ptaylor@eastbaytwp.org

Project Description	Landscape Plan Requirements
Single-family detached units with fewer than ten units	None
Single family detached units with at least 10 units but not more than 20 units	Minor Landscape Plan
Single family detached units with 21 or more units, regardless of phasing, and mixed-use developments	Complete Landscape Plan
Multiple family dwelling project of fewer than 20 units	Minor Landscape Plan
Multiple family dwelling project of 20 or more units	Complete Landscape Plan
Commercial, office or institutional development, including permitted uses and special land uses	Complete Landscape Plan, unless waived or modified

Name of Applicant: _____

Signature: _____ **Date:** _____

Zoning Administrator Approval: _____ **Date:** _____

Rules and Regulations for Bed & Breakfast Establishments

East Bay Charter Zoning Ordinance – Section 234 Bed and Breakfast

1. DEFINITION: Bed and Breakfast establishments are a private residence that offers sleeping accommodations to tourists and is the innkeeper's residence in which the innkeeper resides while renting the rooms to tourists. A Bed and Breakfast Establishment shall not be a home occupation.

2. REGULATIONS AND CONDITIONS:

a. BASIC STANDARDS: It is the intent to establish reasonable standards for Bed and Breakfast establishments to assure that:

- 1) The property is suitable for transient lodging facilities.
- 2) The use shall be compatible with other allowed uses.
- 3) The impact of the establishment is no greater than that of a private home with house guests.
- 4) All bed and breakfast establishments must comply with all State laws relative to life safety. EAST BAY TOWNSHIP ARTICLE II ZONING ORDINANCE ARTICLE II-56 GENERAL PROVISIONS
- 5) There is adequate site area and landscape buffering to accommodate the bed and breakfast, ancillary activities, and off-street parking without adversely impacting neighboring properties.
- 6) A bed and breakfast establishment containing four or more guest rooms shall be subject to a special land use review and approval by the Planning Commission utilizing the criteria and review standards contained within this section, as well as those found in Sections 600 through 602. Establishments with three or fewer rooms must obtain a Land Use Permit from the Office of Planning and Zoning.
- 7) All signs shall be in accordance with Section 215 Signs of this Zoning Ordinance.
- 8) All parking shall be in accordance with Article VII Off Street Parking and Loading Regulations of this Zoning Ordinance.

9) All landscaping and buffering shall be provided in accordance with Section 229 Landscaping and Buffering of this Zoning Ordinance. SPECIFIC STANDARDS: The following requirements together with any other applicable requirements of this Ordinance shall be complied with:

- 1) The minimum lot size shall be as pursuant to the District minimum for Single Family Dwellings.
- 2) Bed and Breakfast establishment shall be allowed on lots, sites, or parcels, including legal nonconforming lots, sites, or parcels, which do not meet the established lot or building site size requirements for the district in which they are allowed.
- 3) Parking; One (1) space per rental sleeping room plus two per owner occupant.
- 4) The establishment shall have at least two (2) exits to the outdoors.
- 5) The establishment shall be the principal dwelling unit on the property and shall be owner-occupied at all times.
- 6) The rooms utilized for sleeping shall be a part of the primary residential use and not specifically constructed for rental purposes.
- 7) The rental sleeping rooms shall have a minimum size of one hundred (100) square feet for each two (2) occupants with an additional thirty (30) square feet for each occupant to a maximum of four (4) occupants per room.
- 8) Use of snowmobiles, all-terrain vehicles or similar vehicles, boats and other marine equipment, in conjunction with the operation of the establishment shall be prohibited unless the recreational activities are included within a separate special land use approval by the Planning Commission for establishments with three or less guest rooms or included within the same special land use approval for establishments with four or more guest rooms.
- 9) The keeping of domestic pets of traveling tourists are prohibited. EAST BAY TOWNSHIP ARTICLE II ZONING ORDINANCE ARTICLE II-57 GENERAL PROVISIONS
- 10) Special land use approval shall not be granted if the essential character of the lot or structure in terms of traffic generation or appearance will be changed substantially.
- 11) A site plan shall include a floor plan layout of the proposed structure drawn to a legible scale that shows the specific layout of the proposed facility in accord with the provisions of this Zoning Ordinance.
- 12) Prior to issuance of the special land use permit, per State statute, bed and breakfast establishments with more than eight guest rooms must provide evidence of obtaining the necessary Grand Traverse County Health Department license.
- 13) No outdoor guest accommodations in tents, yurts, Recreational Vehicles (RVs) or similar structures is permitted.
- 14) Accessory Dwelling Units (ADUs) may not serve as guest rooms.