



# Administrative Action Request Supplement P

## Bed and Breakfast

Community Development Dept. | 9220 Bonita Beach Road, Suite 111 | Bonita Springs, FL 34135 | Phone: 239 444 6150 | Fax: 239 444 6140

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

STRAP Number(s): \_\_\_\_\_

Bonita Plan FLUM Designation and Density: \_\_\_\_\_

Zoning: \_\_\_\_\_

### PART I ACTION REQUEST INFORMATION

- A. Name and address of entity responsible for maintenance of Bed and Breakfast:  
\_\_\_\_\_
- B. Location within the Rural Agricultural Overlay:     Yes  No  
This use will require a special exception if located outside of the Rural Agricultural Overlay District, unless lawfully existing prior to September 1, 2012 (LDC 4-436).
- C. Proposed number of lodgers: \_\_\_\_\_ (LDC 4-1282)
- D. Number of parking spaces as determined by the density equivalency factors and dwelling units consistent with LDC 4-1732(a).

### PART II SUBMITTAL REQUIREMENTS

**NOTE: The number of copies<sup>1</sup> required for each submittal item/exhibit is indicated below. Please note that this supplement must be accompanied by the application for Administrative Action. Copies of both of these applications must be submitted together in sets along with all other required documentation. Additional submittal items (listed below) must be submitted as a group with the appropriate number of copies provided as noted below.**

COPIES REQUIRED <sup>1</sup>	EXHIBIT NUMBER	SUBMITTAL ITEMS
3		Completed Application for Administrative Action Form
1		Filing Fee
3	SUPP P	Bed and Breakfast Administrative Action Request Supplement Form
		ADDITIONAL SUBMITTAL REQUIREMENTS-PART II
1	A-2.A	Letter of authorization: A notarized letter giving permission for use of property from the property owner {see instructions, Part II, below}
1	A-2.B	Letter of no objection from adjoining property owners
3	A-2.C	Site Plan (11" x 17" size) or Aerial showing location of the bed and breakfast and number of parking spaces (based on lodgers)
3	A-2.D	Floor Plan (11" x 17" size) showing number of rooms for lodgers
1		Copy of the application on CD-ROM or jump drive

<sup>1</sup>At least one copy must be an original.

**EXPLANATORY NOTES  
GENERAL STANDARDS FOR A BED AND BREAKFAST**

A bed and breakfast establishment for the purposes of the Land Development Code Zoning, Chapter 4, and this application are permitted by administrative approval in the AG-2 district if located within the Rural Agricultural Overlay.

1. Density limitation. No density equivalency calculation is required for a bed and breakfast (df) in an owner-occupied conventional single-family residence (df) accommodating four or less lodgers. If the bed and breakfast will accommodate more than four lodgers, then the equivalency will be calculated as four lodgers equals one dwelling unit.
2. Application. An application for administrative approval must be submitted to the Department of Community Development along with the following documentation:
  - a. Notarized letter signed by the property owner or controlling association giving permission for use of property as a bed and breakfast.
  - b. Letters of no objection from adjoining property owners.
  - c. Site plan (or aerial) showing the property with the location of the dwelling unit and required parking.
  - d. Floor plan showing the location and number of lodging rooms and identify the maximum number of lodgers for the bed and breakfast.
  - e. Parking. The applicant shall demonstrate that adequate parking exists on site consistent with the density limits and parking regulations as outlined in LDC 4-1732(a).
  - f. Applications that receive letters of objection will be processed through the Special Exception process pursuant to LDC 4-193. Applicants may file appeal staff's decision in accordance with LDC 4-54(c).

**NOTE: Acceptance of an Application for an Administrative Action in no way guarantees its approval. If the Director determines that the request is beyond the scope of an administrative approval and that a Public Hearing is necessary, then all fees paid toward the Administrative Application may be applied toward an Application for Public Hearing.**

**INSTRUCTIONS FOR COMPLETING COVER PAGE**

Case Number: Will be inserted by City Staff.

Applicant's Name-Authorized Agent: The applicant's name must be provided. This is the person to whom all City correspondence will be directed. This is usually the person who signs the Applicant's "Statement Under Oath". (See Administrative Application Form, Part I, Affidavit Form A1 or A2).

STRAP(S): The STRAP (Section, Township, Range, Area, Parcel) number is the 17-digit number used by the Property Appraiser to identify specific parcels. Where there is more than one parcel encompassed by the application, the STAP number for every parcel must be provided and be the same as those listed in the Administrative Application Form, Part 3.A.

**PART I  
ACTION REQUEST INFORMATION**

1. Name and Address of Organization/Entity Maintaining the Bed and Breakfast.
2. Density Limitation and Future Land Use Map (FLUM) Designation of the property: Provide the anticipated number of lodgers. The property's FLUM sets forth the maximum dwelling units per an acre for a piece of property. Per the LDC, no density equivalency calculation is required for a bed and breakfast (df) in an owner-occupied conventional single-family residence (df) accommodating four or less lodgers. If the bed and breakfast will accommodate more than four lodgers, then the equivalency will be calculated as four lodgers equals one dwelling unit. The city cannot issue approval for a bed and breakfast that exceeds the maximum density permitted by the city's FLUM.

3. Parking. The applicant shall demonstrate that adequate parking exists on site consistent with the density limits and parking regulations as outlined in LDC 4-1732(a).
4. Noise. The bed and breakfast use is subject to the City of Bonita Springs Noise Control Ordinance.

**PART II**  
**ADDITIONAL SUBMITTAL REQUIREMENTS**

1. LETTER OF AUTHORIZATION: A notarized letter signed by the property owner giving permission for use of property must be submitted. Label as Exhibit A-2.A.
2. LETTERS OF NO OBJECTION: Letters of no objection from adjoining property owners must be submitted. Label as Exhibit A-2.B.
3. REQUIRED SITE PLAN/AERIAL: A site plan/aerial, on 11"x 17" paper, must be submitted meeting the following requirements:
  - a. The site plan must be drawn to scale, showing the property size with dimensions.
  - b. The site plan must show the location of all existing structures on the property as well as on adjacent properties within 100 feet of the perimeter boundary of the site.
  - c. The site plan must reflect existing streets, easements or land reservations within the site.
  - d. The site plan must show proposed parking. Label as Exhibit A-2.C.
  - e. The floor plan must show the rooms for lodging and maximum number of lodgers for the bed and breakfast.