



# BED AND BREAKFAST ROOM APPLICATION CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4245

The City of Langley requires a Business License for all Bed & Breakfast Businesses. Administrative review for land use/zoning and building code compliance is a prerequisite to issuance of the license. A review fee of \$ 370.00 must be deposited at time of application. Please respond to all elements of the application as completely & concisely as possible to help facilitate the review process.

Date: \_\_\_\_\_

Application Number: For office Use Only
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Applicant: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Business Tel.: \_\_\_\_\_

Email: \_\_\_\_\_

Assessor Tax Parcel No: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Describe the type of business and the scope of operation (please attach additional sheet)

Are the B&B Rooms located in principal building \_\_\_\_\_? Accessory building \_\_\_\_\_?

**NOTE:** If the B&B Rooms are not within the principal building, a Conditional Use Permit is required (please discuss this with a member of the planning staff for the procedure)

Will the Property Owner/ Applicant reside at the residence or will a manager reside at the residence? \_\_\_\_\_. If a manager is residing at the residence, please provide name \_\_\_\_\_, phone number \_\_\_\_\_.

Is a sign proposed? \_\_\_\_\_. If so, a Sign Permit is required to be reviewed and approved by the Design Review Board.

REQUIRED SUBMITTALS:

- A signed application.
- A site plan (to scale, preferably on 8.5" x 11" paper) delineating the principal building, accessory building(s), location of the required parking spaces (one space per room), and location of proposed signage.
- A floor plan to scale (preferably 1/8"=1'0") which indicates the overall floor area and the area to be utilized for B & B Room(s).
- Plans and/or a description of any modification to the structure necessary to accommodate the proposed use. A building permit may be required.
- Names, addresses and stamped envelopes to contact the adjacent property owners (front/sides/rear) of the property.
- The fee required for review of the project.

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(Do Not Write Below – For Office Use Only)

- Application Approved \_\_\_\_\_.
- Application Approved with Terms &/or Conditions (attached) \_\_\_\_\_.
- Application Disapproved \_\_\_\_\_. See attachment for explanation.
- Application Requires Conditional Use Permit \_\_\_\_\_.

By: \_\_\_\_\_  
City Planning Official.

Date: \_\_\_\_\_