



CITY OF ALBION—APPLICATION FOR “BED AND BREAKFAST” LICENSE

City of Albion Planning Department (517) 629-5535
 South Central Michigan Construction Code Inspections (888) 249-7077

Application Instructions: Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Clerk/Treasurer’s Department until a complete application and all required documents are received.

Required Documents:

- ◆ Two sets of plans, drawn to scale in black line or blueprint, showing the:
 - ◆ Shape and dimensions of the lot to be built upon or to be changed in its use,
 - ◆ Exact location, size, and height of all buildings or structures (including fences) on the lot,
 - ◆ Location of sidewalks, public streets, and curb cuts,
 - ◆ Location and dimensions of improved driveways and parking areas.
 - ◆ Size and location of all rooms to be used for bed and breakfast.
- ◆ Proof of payment for bed and breakfast license fee.

Fee: \$30 special inspection

Additional Instructions: The applicant, or a representative with a letter of authority or power of attorney for the applicant, must be present at a meeting of any of the Boards and/or Commission at a public hearing concerning this application if necessary.

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|-----------------------------------|
| <u>FOR OFFICE USE ONLY</u> |
| Permit #: 20 - _____ |
| Stamp here for “Date Received” |
| Received by |

| |
|--|
| <u>Deposit to Account #101-000-607.00</u> |
| Stamp here for “Paid” |
| Amount: |

| |
|--------------------------------|
| Stamp here for “Approved/Deny” |
| Date |

1. Property Information:

| | | |
|--|---|--|
| Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> | | Parcel Number |
| Zoning District | Parcel Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial <input type="checkbox"/> Other (describe) |

2. Owner Information:

| | | |
|--|-----------------------|-------|
| Name: <i>Include Contact Person If Applicable</i> | | Phone |
| Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> | City, State Zip Code: | |

3. Applicant Information:

| | | |
|--|-----------------------|-------|
| Name: <i>Include Contact Person If Applicable</i> | | Phone |
| Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> | City, State Zip Code: | |

4. SITE PLAN AND FLOOR PLAN REQUIREMENT

Applicants shall submit a site and floor plan of the residential dwelling unit illustrating that the proposed operation meets all building code and zoning ordinance requirements.

5. Certification

I hereby certify that I am the owner of record of the named property, or that the bed and breakfast license is requested by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, I agree to allow members of the City of Albion Inspection and Planning Department staff to inspect the site as a part of the consideration of this request. I hereby affirm that if this bed and breakfast license is granted, I will comply with all general and bed and breakfast conditions required by the City of Albion Zoning Ordinance. However, I retain the right to decline the bed and breakfast license if I find those conditions unacceptable. Finally, should a bed and breakfast license be granted, I shall apply for and receive all applicable permits before beginning any construction.

| | | |
|--|-------|-----------------------|
| Signature of Applicant: | Phone | Date |
| Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i> | | City, State, Zip Code |

For Planning & City Clerk/Treasurer Departments Use Only

6. Evaluation and Determination

PLANNING DEPARTMENT APPROVAL/DENY

| | |
|------------------|--------------|
| <i>Signature</i> | <i>Date</i> |
| <i>Notes</i> | <i>Stamp</i> |

TREASURER/CLERK APPROVAL/DENY

| | |
|------------------|--------------|
| <i>Signature</i> | <i>Date</i> |
| <i>Notes</i> | <i>Stamp</i> |