



Fee \$125.00
Receipt No. _____

**VILLAGE OF LITTLE CHUTE
APPLICATION FOR CONDITIONAL USE FOR BED & BREAKFAST**

PROPERTY SITE ADDRESS _____

NAMED APPLICANT _____

ADDRESS/ZIP _____ TELEPHONE _____

CITY/ZIP _____ FAX _____

Attach all documentation to this application for review. The following is required to be furnished at the time an application is filed for a conditional use permit in addition to the other application requirements of Sec.44-125:

- a. Site plan showing location and size of buildings, parking areas and signs.
- b. Number, surfacing and size of parking stalls.
- c. Number, size and lighting of signs.
- d. A fee of \$125.00.

See Application requirements on reverse for more detail.

DESCRIBE PROPERTY AND BUSINES BELOW

ZONING DISTRICT _____

DO YOU CURRENTLY HAVE A LIENSE FROM THE STATE TO OPERATE A BED AND BREAKFAST ESTABLISHMENT AT THE STATED LOCATION YES (please attach) NO (attach proposed timeline to obtain license)

Appellant herewith requests the Commission to fix a time for public hearing within as short a reasonable time as possible to give proper notice of such hearing as well as due notice to parties of interest.

I CERTIFY THAT THIS APPLICATION AND ANY ATTACHMENTS ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE IN ACCORDANCE WITH ALL APPLICABLE CODES.

APPLICANT SIGNATURE _____

DATE ____/____/____

APPLICATION FEE of \$125.00 must accompany application at time of submittal.

Sec. 44-125. - Bed and breakfast establishments.

- (a) *As conditional use.* Bed and breakfast establishments shall be considered conditional uses and may be permitted in residential districts pursuant to the requirements of this article.
- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.
- Agent* means the person designated by the owner as the person in charge of such establishment and whose identity shall be filed, in writing, with the village administrator upon issuance of the permit and updated five days prior to a designated agent taking charge.
- Bed and breakfast establishment* means any place of lodging that provides two or fewer rooms for rent for no longer than seven days to any one individual is the owner's personal residence; is occupied by the owner at the time of rental and in which the only meal served to the guests is breakfast.
- (c) *Regulations.*
- (1) *Compliance with state standards.* All bed and breakfast establishments and licensees shall be subject to and comply with Wisconsin Administrative Code chapters HFS 197, relating to bed and breakfast establishments or Wisconsin Administrative Code chapters HFS 195 relating to hotels, motels and tourist rooming houses.
- (2) *Registry.* Each bed and breakfast establishment shall provide a register and require all guests to register their true names and addresses before assigned quarters. The register shall be kept intact and available for inspection by a village representative for a period of not less than one year.
- (d) *Permit required.*
- (1) *Village permit required.* In addition to the permit required by Wisconsin Administrative Code chapters HFS 195 or 197, before opening for business every bed and breakfast establishment shall obtain a permit from the zoning administrator by application made upon a form furnished by said officer and shall obtain a conditional use permit. The building inspector shall have the authority to conduct inspections annually of the establishment.
- (2) ***Application requirements.*** The following is required to be furnished at the time an application is filed for a conditional use permit in addition to the other application requirements of this article:
- a. Site plan showing location and size of buildings, parking areas and signs.
 - b. Number, surfacing and size of parking stalls.
 - c. Number, size and lighting of signs.
 - d. A fee of \$125.00.
- (e) *Off-street parking required.* Permits shall be issued only to those establishments that provide a minimum of one improved off-street parking space for each room offered for occupancy in addition to parking required in applicable zone regulations. Establishments otherwise qualifying under this section regulating bed and breakfast establishments shall not be subject to the other requirements of this zoning chapter with respect to traffic, parking and access.
- (f) *On-site signs.* Total signage shall be limited to a total of 12 square feet and may be lighted in such manner and nature as to not alter or deteriorate the nature of the surrounding neighborhood. Establishments otherwise qualifying under this section regulating bed and breakfast establishments shall not be subject to the requirements of this zoning chapter with respect to signs.
- (g) *Termination of permit.* A bed and breakfast use permit shall be void upon the sale or transfer of the property ownership. The plan commission shall review and conditionally approve or disapprove an application submitted by a person anticipating the purchase of premises for such use. A permit issued in accordance with subsection (c) of this section shall be valid until terminated by action of the zoning administrator for violation of the provisions of this section, or of state regulations as set forth in Wisconsin Administrative Code chapters HFS 195 or 197, or as provided in this subsection.

Sec. 16-152. - Hotel and motel room tax.

Room tax shall mean a tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators or other persons furnishing accommodations which are available to the public, irrespective of whether membership is required for use of the accommodations, pursuant to the Room Tax Act. Such room tax shall be imposed at the total rate of **ten percent**. Operators shall remit all collected room tax revenues to the Village Finance Director in accordance with the requirements of this article and the Room Tax Act.

Permit required. Every operator under this article shall file with the Village Finance Director an application for a permit for each place of business that is required to collect room tax hereunder. Every application for a permit shall be made upon a form prescribed by the Village and shall set forth the name under which the applicant transacts or intends to transact business, the location of his place of business, and such other information as the village requires. The application shall be signed by the owner if a sole proprietor and, if not a sole proprietor, by the person authorized to act on behalf of such sellers. At the time of making an application, the applicant shall pay the Village Finance Director an initial fee of \$20.00 for each permit. A permit issued hereunder is non-transferable.