



# BUILDING | ENGINEERING | PLANNING

## Temporary Use Application

**THIS APPLICATION WITH DOCUMENTS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT AND PLANNING DEPARTMENT BY 12 PM, 30 DAYS PRIOR TO THE REQUESTED DATE(S) FOR THE TEMPORARY USE PERMIT.**

**Application fee: \$50.00**

Property Address for Request	Zoning District	Temporary Use

Applicant	
Name:	
Address:	
City/State/Zip:	
Phone:	Email:

Property Owner	
Name:	
Address:	
City/State/Zip:	
Phone:	Email:

Temporary Use Request

Date Temporary Use Begins	Date Temporary Use Ends

### Application Signature

All correspondence and notices regarding the application will be transmitted to the petitioner. By signing this application, the petitioner is indicating that all information contained in this application is complete and accurate to the best of his/her knowledge, and gives permission for Northville Township officials, staff and consultants to inspect the property for the purpose of verifying information relative to the request. If the applicant is not the property owner, written authorization from the property owner is required.

Legal Owner: \_\_\_\_\_ (Signature / Date) \_\_\_\_\_ (Print Name)

Applicant: \_\_\_\_\_ (Signature / Date) \_\_\_\_\_ (Print Name)

**TEMPORARY USE APPLICATION**

The Charter Township of Northville

**Temporary Use Categories**

Please indicate the type of temporary use:

- Sales within Parking Lots
- Outdoor Sales/Sidewalk Sales/Events
- Grand Opening
- Outdoor Cafes/Eating Areas
- Miscellaneous Temporary Use

\*Please acknowledge that you have read and understand the requirements for your temporary use by reviewing the standards listed below. FOR YOUR PROPOSED TEMPORARY USE (SEE CATEGORIES BELOW), READ AND CHECK ALL BOXES THAT APPLY AND INITIAL.

**Standards for Sales within Parking Lots**

- Sales within parking lots shall only be allowed in individual businesses in the B-1 and B-3 districts as an accessory use to a permitted retail use.
- All merchandise sold shall be that of the regular retail use in the principal building of the site.
- The area occupied by the sale shall not exceed 10% of the floor area of the permanent retail space of the business, or 2,000 square feet, whichever is less, and the longest dimension of the tent shall not exceed the width of the permanent retail space of the business.
- Sales shall be located in a manner that does not conflict with site circulation for vehicles or pedestrians and maintains sufficient off-street parking.
- The hours of operation shall be the same as the principal business.
- One additional sign shall be permitted with a maximum area of 48 square feet.
- Each business shall be limited to a total of 60 days total within a calendar year.

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**Standards for Outdoor Sales/Events**

- Proposed temporary event or use shall be located on a lot with a permitted principal building or on a vacant lot when the minimum required setbacks for the district are met.
- When a temporary event is located on a parcel with an existing building, it shall be a maximum of ten (10) feet from the building. Location and materials associated with the event shall not encroach into the minimum required sidewalk width.
- Goods and display materials must be stored inside during non-business hours, excluding Christmas tree sales.
- The temporary event shall not eliminate or negatively impact required parking for the building or underlying use. Additional parking may be required upon a finding that the proposed temporary use increases the need for parking.
- Each business shall be limited to a total of 60 days total within a calendar year.
- All structures associated with the outdoor display shall be temporary and removable at the end of the season for storage indoors. All equipment, materials, goods, poles, wires and other items associated with the seasonal event shall be removed from the premises, within 5 days of the event.

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**Standards for Grand Openings**

- The event shall not exceed ten (10) days and shall be conducted within the 30 days of opening the business.
- Two (2) temporary signs, or one (1) temporary sign and one (1) non-moving inflatable, are permitted, provided they are not illuminated. Temporary signs shall not exceed 12 square feet in size.
- The event shall not negatively impact traffic, site circulation or surrounding properties.

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**Standards for Outdoor Cafes/Eating Areas**

- Permits shall be granted from May 1<sup>st</sup> through October 31<sup>st</sup> with all furniture and fixtures removed after October 31<sup>st</sup>.
- No amplified music is permitted if there are residential lots or dwellings within 300 feet, measured from the seating area to the adjacent residential lot line.
- Outdoor seating areas shall be required to be enclosed in instances where there is wait staff or alcohol service. Enclosures shall consist of metal railing, wood railing, brick walls or other suitable material.
- Proposed area must meet Michigan barrier-free requirements. When located on a sidewalk, a minimum 5 foot wide unobstructed space along the sidewalk shall be maintained for pedestrian traffic. 8 feet is required if the sidewalk abuts parking.

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**Standards & Information for Miscellaneous Temporary Events**

The following conditions require administrative approval but are not specifically included in the Zoning Ordinance:

- Outside event with food service and/or food preparation.
- Outside event with alcoholic beverages requires a permit from the Police Department. Outdoor seating areas shall be enclosed in instances where there is wait staff or alcohol service. Enclosures shall consist of metal railing, wood railing, brick walls or other suitable material.
- Outside event with tent requires a permit from the Building Department.
- Outside event with arts and crafts sales.
- Other, as described by the applicant.

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### **Review Process & Submittal Requirements**

#### **Review Process**

1. A Temporary Use request is administratively reviewed and approved by Township staff, which includes the Planning, Building, Fire and Police Departments respectively. All four departments review the application and offer comments and approval is granted, if appropriate. If there is a violation of the time allowed, a Temporary Use permit will not be approved/issued for the following year.
2. The application with documents must be submitted to the Building Department/Planning Department by 12:00 P.M., 30 days prior to the requested date(s) for the Temporary Use permit.
3. A letter of approval/denial will be sent to the applicant.

#### **Submittal Requirements**

The following must be submitted to the Building/Planning Department:

1. Application
2. Proof of ownership (deed, title, lease, etc.)
3. Sketch/site plan of proposal

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**