

3478 Mundy Avenue
Swartz Creek, MI 48473
810.655.3893



Received: _____

Case No. _____

APPLICATION FOR TEMPORARY STRUCTURE REVIEW

Property Owner Information

Name _____

Address _____ City _____ State _____ Zip _____

Applicant Information

Name _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

If the applicant is any person or entity other than the property owner, documentation of the owner's consent must be submitted at the time of application.

***THE APPLICANT IS RESPONSIBLE FOR ALL FEES AND EXPENSES INCURRED ON BEHALF OF THIS APPLICATION.**

Meeting Date: _____

Property Address _____ Parcel No. _____

Type of Structure _____ Dimensions _____

Dates & Hours of Use _____

Purpose: _____

All above statements are true to the best of my knowledge and permission is hereby granted to give authority to any representative of the township to go on or about the property.

Signature of Applicant: _____ Date _____

***PLEASE SEE ATTACHED FEE INFORMATION AND MEETING/DEADLINE SCHEDULE**

**ALL PROCEEDINGS ARE SUBJECT TO THE ZBA PROCEDURAL RULES.
Incomplete Applications will NOT be accepted.**

The following questionnaire is comprised of some items that the ZBA may consider when determining whether or not such a use should be allowed. Please see the attached Temporary Structure Ordinance No. 216 for additional information.

1. When will the structure be built _____
2. When will the structure be removed _____
3. Is there a plan for clean up after the event _____

4. What is the proposed structure made of _____
5. What is the occupancy of the structure _____

6. How will occupancy be controlled _____

7. What fire safety measures will be taken _____

8. How will traffic be controlled _____

9. Will there be additional parking, if so where _____

10. Will there be signage _____
11. Are there plans for security _____
12. Will there be overnight storage _____
13. Will food be served _____
14. Will alcohol be served _____
15. Will there be concessions _____
16. Will there be restrooms _____
17. Has the Health Department granted approval _____
18. How will litter be controlled _____

19. Will there be an electrical source _____
 20. Will there be open flames or flammable materials _____
 21. Will there be music or entertainment _____
 22. Will there be lighting _____
 23. Will there be water _____
 24. Will the structure and/or event be insured _____
 25. Have there been complaints at prior events, if so explain _____
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APPLICATION FEES

Escrow Deposit \$1,000.00 (Required with **any** submittal)
Application Fee \$200.00 per request

Payments of \$500.00 will be required when the balance falls below \$500.00.
(Resolution No. 04-20 Approved: 10-25-04 and Resolution 05-10 Approved: 05-23-05)

ALL expenses and costs incurred by the township will be billed to the escrow account at 112%. (Resolution No. 04-17 Approved: 10-11-04)

SUBMITTAL DOCUMENTS

Fifteen (15) sets of site plans and supporting documentation must be provided at time of application.

* Please note that a building permit must be obtained prior to construction of a temporary structure.

MEETING / DEADLINE SCHEDULE

APPLICATIONS & FEES ARE DUE BY 4:00 pm

Meeting dates:

January 25
March 22
July 26
September 27
October 25

Deadline dates:

December 29, 2016
February 23
June 29
August 24
September 28