



# Fort Gratiot Charter Township SPECIAL EVENT PERMIT APPLICATION

**NON-REFUNDABLE  
\$20.00 Application Fee**

*This application must be completed in full or it will be returned for the purpose of being completed. This application must be paid for, submitted to, and approved by the Township, ten (10) days **PRIOR** to the first day of setup for the temporary retail area. A setup period of 48 hours is allowed before the event and a removal period of 48 hours is allowed after the event. **Temporary Retail Area Permits may be granted for up to thirty (30) days per calendar year, per business.** Inspections will occur before and after the event to ensure compliance with sec. 38-681.*

**BUSINESS INFORMATION – FORT GRATIOT LOCATION INFORMATION ONLY**

Business Name: \_\_\_\_\_ D.B.A.: \_\_\_\_\_

Business Address: \_\_\_\_\_ Fort Gratiot, Michigan 48059

Local Phone #: (810) \_\_\_\_\_ Email: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

DATE – Beginning: \_\_\_\_\_ DATE – Ending: \_\_\_\_\_

TIME – Beginning: \_\_\_\_\_ TIME – Ending: \_\_\_\_\_

Total # of parking spaces: \_\_\_\_\_ Parking spaces used by event: \_\_\_\_\_

Food served/sold:  Yes\*  No –If **YES**, SCC Health Dept TFE Approval:  Yes-Attached  No-Provide Reason

SKETCH OF AREA TO BE UTILIZED. A basic site plan **MUST** be drawn here or attached. The site plan will indicate a north arrow, the building footprint, sidewalks, fire lanes, parking lot & parking spaces, ingress/egress to roads, crossroads, road names & rights-of-way. An electrical plan must be shown when the event will require electrical service (i.e. where the service is coming from & how.) Incomplete applications may be returned for completion or denied.

CONTINUED ON REVERSE →

Please provide a description of the event(s) and/or the products to be merchandised within the temporary retail area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned understands that failure to comply with may result in the issuance of a municipal civil infraction citation and grants permission for authorized township representatives to enter the above described property/properties for the purposes of gathering information related to this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**REVIEW AND APPROVAL – DO NOT WRITE BELOW THIS LINE**

**ZONING COMPLIANCE:**

Approved

Denied \_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT:**

Approved

Denied \_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

**BUILDING DEPARTMENT:**

Approved

Denied \_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

**ELECTRICAL DEPARTMENT: Check here if NOT APPLICABLE  If checked, no review or signature required.**

Approved

Denied \_\_\_\_\_  
Electrical Inspector

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

**PERMIT ISSUED FOR THE FOLLOWING PERIOD:**

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Robert D. Buechler, Clerk

\_\_\_\_\_  
Date

Calendar Year	Days Beginning	Days Used	Remainder

# *Charter Township of Fort Gratiot*

## SPECIAL EVENT REGULATIONS

### **38-681. TEMPORARY RETAIL AREA PERMITS**

- (1) Temporary Retail Area Permits may be granted for up to thirty (30) days per calendar year, per business.
- (2) The nature of any temporary retail area must be consistent with the establishment's existing purpose. Any product sold must be contiguous with the establishment's existing inventory. Any demonstration must exhibit products sold at that establishment.
- (3) The Charter Township of Fort Gratiot Clerk shall provide a specific application for temporary retail areas.
- (4) The applicant shall demonstrate on provided application that the temporary retail area (including temporary structures) shall have a restricted access and such access shall not affect parking lot rights-of-way, fire lanes or create any situation unsafe to the general public. In addition, any temporary retail area shall not occupy more than one fifteenth (1/15<sup>th</sup>) of the number of parking spaces.
- (5) The Charter Township of Fort Gratiot shall issue a Temporary Retail Area Permit upon review and approval of the application by the Zoning Administrator, Fort Gratiot Fire Department, Building Official, and, where necessary, the Electrical Inspector, and receipt of all appropriate application fees. All Temporary Retail Area Permit applications and fees must be received no later than ten (10) days prior to the first day of the permit for the application to be considered.
- (6) The erection of approved temporary structures, within temporary retail areas, shall occur ONLY during the preceding 48 hours of the permitted dates. All temporary retail areas and structures shall be removed within the following 48 hours of the permitted dates. Temporary signage shall be in compliance with Section 38-626 (i). A temporary sign affidavit must be filed with the Temporary Retail Area permit if temporary signage is to be utilized.
- (7) A temporary retail area shall conform to all General Provisions of the Zoning Ordinance, as provided in Chapter 38. No part of a temporary retail area shall cause a nuisance factor, as defined in Section 38-5.

Ordinance No. 210, Effective September 13, 2012