

TEMPORARY AND SEASONAL OUTDOOR RETAIL SALES APPLICATION

APPLICANT'S NAME: _____ DATE: _____

APPLICANT'S ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

PROPOSED USE FOR OUTDOOR SALES: _____

ADDRESS OF OUTDOOR SALES LOCATION: _____

DATES OF THE PROPOSED OUTDOOR RETAIL SALES: _____

SIGNATURE OF APPLICANT: _____ DRIVER LICENSE NO.: _____

APPLICATION FEE: \$75.00

PLANNING COMMISSION APPROVAL REQUIRED

NAME OF PERMANENT BUSINESS: _____ PHONE: _____

ADDRESS OF PERMANENT BUSINESS: _____ STATE: ZIP: _____

PRINTED NAME OF PERMANENT BUSINESS OWNER: _____

STATE OF MICHIGAN
COUNTY OF MACOMB

SIGNATURE OF PROPERTY OWNER

Subscribed and sworn before me this _____ day of _____, 20_____
My Commission expires _____, 20_____.

NOTARY PUBLIC

PRINTED NAME OF PROPERTY OWNER: _____

ADDRESS OF PROPERTY OWNER: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

STATE OF MICHIGAN
COUNTY OF MACOMB

SIGNATURE OF PROPERTY OWNER

Subscribed and sworn before me this _____ day of _____, 20_____
My Commission expires _____, 20_____.

NOTARY PUBLIC

BUILDING DIVISION

POLICE DEPARTMENT

PLANNING DEPARTMENT

ZBA DATE: _____ PLANNING COMMISSION DATE: _____

Transient Merchant License Required: Yes/License #: _____ No: _____

COPY OF APPROVED APPLICATION AND SITE PLAN. PLAN MUST BE OPENLY DISPLAYED ON SITE AND BE ATTACHED TO TRANSIENT MERCHANT LICENSE IF REQUIRED.

SEE BACK FOR PROCEDURES

PROCEDURE:

- 1.) Submit four (4) printed or typewritten copies of this application.
- 2.) The application shall be accompanied by four (4) copies of a site plan prepared on a minimum 24" x 36" paper put to a minimum engineer's scale of 1" = 50' and shall include the following information:
 - a) Structures – all existing structures such as buildings, walls, signs, utility poles and light standards.
 - b) Proposed location of temporary sales areas – the size and location for the temporary sales area must be specified on the plan, including the size and location of all temporary structures such as tents, tables, signs and trailers.
 - c) Parking and circulation – Provide the location and striping for parking areas.
 - d) Paved surfaces – locate all driveways, private and public sidewalks, loading areas, and outdoor storage areas.
 - e) Title block – the project name, address and permanent parcel number, date of drawing, scale of drawing and north arrow.
 - f) A copy of the approved site plan must be on site at all times for the duration of the permit.
- 3.) The area designated for outdoor sales shall not exceed 25% of the ground floor area of the principal building on site.
- 4.) Application fee is \$75.00 (Please make check payable to City of Warren Treasurer)

COPY OF APPROVED APPLICATION AND SITE PLAN MUST BE ATTACHED TO TRANSIENT MERCHANT LICENSE IF REQUIRED OR OTHERWISE OPENLY DISPLAYED ON-SITE.

Outdoor Retail Sales App./"Q"