



**Village of Birch Run**  
**12060 Heath Street**  
**PO Box 371**  
**Birch Run, Michigan 48415**  
**Ph # (989) 624-5711 Fax # (989) 624-9681**

## Application for Temporary Outdoor Use Permit

Complete the entire application, where applicable, and attach all required documentation pursuant to Section 10.51 "Temporary Outdoor Sales and Displays" of the Village of Birch Run's Zoning Ordinance. Failure to supply all required documentation may result in denial of application. To avoid paying the expediated fee, submit the completed application & fee to the Village of Birch Run at least fourteen (14) days prior to the starting date of the event.

### Applicant Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email to Receive Permit: \_\_\_\_\_

### Business Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Requested permit use: ☐ Tent ☐ Concession stand ☐ Truck Load Sale ☐ Seasonal Use

Describe proposed use: \_\_\_\_\_

### Length of time requested for the Temporary Outdoor Use Permit

From (Date): \_\_\_\_\_ to (Date): \_\_\_\_\_ Total # Days: \_\_\_\_\_

### Number of Proposed Units

\_\_\_\_\_ 1 – 5      \_\_\_\_\_ 6 – 10      \_\_\_\_\_ 11 or more

### Acknowledgement

I, the undersigned, do hereby acknowledge and verify the aforementioned information as true to the best of my knowledge. Also, I understand that the Village of Birch Run may either deny my request for lack of information or that the parcel is currently in violation of the Village of Birch Run Zoning Ordinance or any other Village of Birch Run ordinance, law, rule or regulation. Furthermore, I understand that this permit may be revoked should the property owner or I fail to comply with the Village of Birch Run Zoning Ordinance, or any other Village of Birch Run ordinance, law, rules or regulations.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach the following items, as applicable:

- Picture, sketch or drawing of the concession stand, truck load sale or other temporary outdoor use and a description of the product to be sold and hours of operation
- The shape, location and dimensions of the lot, including the shape, size and locations of all buildings or other structures already on the lot, off-street parking layout and the location of any designated fire lanes
- The materials to be utilized in and the shape, size and locations of all buildings and structures to be erected or moved on to the lot, including all tents, tables, stands or display racks
- Demonstration of adequate vehicular and pedestrian ingress to and egress from the area where the proposed temporary outdoor use is planned
- Verification of health department approval for sale of food products
- Proof of permission from landowner, which is evidenced by a lease, "License Permit" or "Letter of Understanding" and signed by all parties
- Map of proposed locations for placement of temporary outdoor uses
- Picture, sketch, or drawing with dimensions of sign(s) proposed for temporary outdoor use

\*\*\*\*\* For Office Use Only \*\*\*\*\*

Permit Fee: ☐ \$150 for 1-5 units  
☐ \$200 for 6-10 units  
☐ \$250 for 11 or more units  
☐ \$200 expedited (For applications received after the fourteen (14) day deadline)  
☐ Waived (Only for Birch Run community non-profit organizations. Provide verification, when requested.)

Amount Paid \$ \_\_\_\_\_ ☐ CC ☐ Cash ☐ Check # \_\_\_\_\_ Date \_\_\_\_\_

Zoning district classification of the temporary outdoor use: \_\_\_\_\_

Does the applicant have a current business license? Yes/No

Is the property currently in violation of Village of Birch Run Zoning Ordinance or any other Village ordinance, laws, rules or regulation? Yes/No If yes, describe: \_\_\_\_\_

\_\_\_\_\_

This application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date