



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

Please 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. Please return completed application & fee to the Village of Birch Run at least fourteen (14) days prior to the starting date of the event.

I. Applicant Information

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: () _____

Email to Receive Permit: _____

Business Information

Business Name: _____

Business Address: _____

Business Phone #: _____ Fax # _____

II. Permit Request

Please identify the temporary outdoor use applicable to this request:

- _____ Tent
- _____ Concession stand
- _____ Truck Load Sale
- _____ Seasonal Use (i.e., Christmas tree/wreath sales, fruit stands, flower stands)

III. Documentation Required

Please place a check next to all items supplied as part of this application:

_____ (1) 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 (i.e. hotdogs, pop) and hours of operation

_____ (2) 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;

_____ (3) 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;

_____ (4) Demonstration of adequate vehicular and pedestrian ingress to and egress from the area where the proposed temporary outdoor use is planned;

_____ (5) Verification of health department approval for sale of food products;

_____ (6) Proof of permission from landowner, which is evidenced by a lease, "License Permit" or "Letter of Understanding" and signed by all parties;

_____ (7) Proof of business license to operate within the Village of Birch Run; and

_____ (8) Map of proposed locations for placement of temporary outdoor uses;

_____ (9) Picture, sketch, or drawing with dimensions of sign(s) proposed for temporary outdoor use.

IV. Length of time for Temporary Outdoor Use Permit

Please indicate the amount of time for which you are requesting the temporary outdoor use permit. Please provide specific dates.

From (Date): _____ to (Date): _____

Total # Days _____

V. Number of Proposed Units

How many temporary outdoor uses for which you are requesting permission? (Please check one)

_____ 1 – 5

_____ 6 – 10

_____ 11 or more

VI. Zoning District Classification

What is the Zoning district classification of the area you are proposing to locate the temporary outdoor use in? _____

VII. 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: _____

Printed Name: _____ Date: _____

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

- Permit Fee: _____ \$150 for 1-5 units
- _____ \$200 for 6-10 units
- _____ \$250 for 11 or more units
- _____ \$200 expedited permit fee (for applications received after the fourteen (14) day deadline)
- _____ waived for Birch Run community, non-profit organization (Verification attached to application).

Amount Paid _____ Cash Check # _____ Date _____

Is property currently in violation of Village of Birch Run Zoning Ordinance or any other Village ordinance, laws, rules or regulation? _____

Does the applicant have a current business license? _____

This application _____ Approved
_____ Denied

Reason(s) for denial: _____

Zoning Administrator Signature Date