



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 expedited 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.

Property Owner Information

Name: _____ Phone #: _____

Address: _____

Organization Information

Name: _____

Address: _____

Agent's Name: _____ Phone #: _____

Requested Permit Use

___ Tent ___ Concession Stand (Merchandise) ___ Truck Load Sale ___ Seasonal Use

Description of Proposed Use: _____

Length of time requested for the Temporary Outdoor Use Permit

From (Date): _____ to (Date): _____ Total # Days: _____

Permit Fees

☐ \$150 for 1-5 units ☐ \$200 for 6-10 units ☐ \$250 for 11 or more units

☐ Permit Fee Waived for Verified 501(c)(3) organization

NOTE: ALL applications submitted after the 14-day deadline will be assessed an expedited processing fee in addition to the permit fee.

☐ \$200 Expedited Processing Fee

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
- Map of proposed locations for placement of temporary outdoor uses
- Picture, sketch, or drawing with dimensions of sign(s) proposed for temporary outdoor use

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.

Property Owner Signature: _____ Date: _____

Business Operator Signature: _____ Date: _____

Email to Receive Permit: _____

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

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

Zoning district classification of the temporary outdoor use: _____

Does the property owner 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:

Approved by: _____

Zoning Administrator

Date