

**Birch Run Township**  
**Application for Temporary Outdoor Use Permit**

Please complete the entire application, where applicable, and attach all required documentation pursuant to Section 20.18 "Temporary Non-Residential Uses and Structures" of the Birch Run Township Zoning Ordinance. Failure to supply all required documentation will result in denial of application.

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**I. Applicant Information**

Applicant Name: \_\_\_\_\_

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

Applicant Phone Number: (\_\_\_\_) \_\_\_\_\_

**Business Information**

Business Name: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_ Fax # \_\_\_\_\_

**II. Permit Request**

Please identify the temporary outdoor use applicable to this request:

1. \_\_\_\_\_ Tent
2. \_\_\_\_\_ Concession stand
3. \_\_\_\_\_ Concession cart
4. \_\_\_\_\_ Truck Load Sale
5. \_\_\_\_\_ Seasonal Use (i.e. Christmas tree/wreath sales, fruit stands, flower stands)
6. \_\_\_\_\_ Structures/Uses

**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, concession cart, 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 Birch Run Township; 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 Birch Run Township may either deny my request for lack of information or that the parcel is currently in violation of any ordinances, law, rule or regulation of Birch Run Township. Furthermore, I understand that this permit may be revoked should the property owner or I fail to comply with Ordinance # 2004-02, or any other Birch Run Township Ordinance, law, rules or regulations. Should a temporary outdoor use permit be denied or revoked, I understand I have the right to appeal any decision to the Birch Run Township Board.

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  
\_\_\_\_\_ \$750 Structures/Uses  
\_\_\_\_\_ waived for Birch Run Township community, non-profit organization.  
(Verification attached to application).

Amount Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_ Date \_\_\_\_\_

Is property currently in violation of any Birch Run Zoning Ordinance or any other Township ordinance, laws, rules or regulation? \_\_\_\_\_

Does the applicant have a current business license? \_\_\_\_\_

This application \_\_\_\_\_ Approved  
\_\_\_\_\_ Denied

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

\_\_\_\_\_  
Zoning Administrator Signature/Michael Setzer Date

Fees approved March 8, 2005  
Birch Run Township Board

