



OFFICE OF CITY CLERK

**SPECIAL EVENT/TEMPORARY OUTDOOR SALES APPLICATION**

Per City Ordinance, all special events and temporary outdoor sales in Farmington Hills must be licensed and controlled to protect the health and safety of persons and property within the City.

**RETURN THE FOLLOWING TO THE CITY CLERK'S OFFICE**

- Completed Application with all required supporting documentation
- Detailed plan/map of the proposed event showing locations of signs, amusement rides, food services, tents, parking facilities, etc.
- Block parties require the signatures of all abutting homeowners granting their permission for the closing of any road (ONLY dead-end roads or cul-de-sacs are allowed to be completely closed--no through streets)
- Appropriate Fee

If you would like the Police Department and /or Fire Department to participate in your event, please contact them directly. Police Department: 871-2620 Fire Department: 871-2815. If barricades are needed for your event, please contact the D.P.W. at 871-2850.

**\*\*Per City ordinance, special event applications are required 21 days prior to the event and temporary outdoor sales applications are required 45 days prior to the event. The City may, but is in no way obligated to, consider an application submitted late, if the City Manager determines that exceptional circumstances exist and there is sufficient time for reviews, inspection and decisions to be made under the City Code.**

**You are strongly encouraged to submit applications AT LEAST two months prior to any event in case the matter requires Zoning Board of Appeals or City Council approval.**

# APPLICATION FOR SPECIAL EVENT/TEMPORARY OUTDOOR SALES

CITY OF FARMINGTON HILLS  
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336  
(248) 871-2410 FAX (248) 871-2411

**ALL FEES ARE NON-REFUNDABLE**

**Fees: \$50.00 Application Review Fee (fee is waived for non profit companies) Carnivals are \$ 150.00**

A **Clean Up Deposit** of \$300 is required for special events and temporary outdoor sales (involving the use of any temporary outdoor structures or equipment – tents, tables, etc.). This deposit is refundable when the site is cleared.

A **Liability Insurance Certificate** naming the City as an additional insured in the amount of \$1,000,000 is required for special events or temporary outdoor sales as determined by the City.

**NOTE: A COMPLETE AND DETAILED SITE PLAN/SITE MAP OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)**

APPLICANT'S NAME: (If partnership or corporation, please include all names & residential address of officers on separate sheet) \_\_\_\_\_

APPLICANT' S RESIDENTIAL ADDRESS:

\_\_\_\_\_ CITY ST ZIP

APPLICANT'S PHONE: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

RELATION OF APPLICANT TO BUSINESS/EVENT: \_\_\_\_Owner \_\_\_\_Manager \_\_\_\_Representative \_\_\_\_Other

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS: \_\_\_\_\_PROFIT \_\_\_\_\_NON-PROFIT

ADDRESS OF THE PROPERTY AT WHICH THE EVENT WILL BE CONDUCTED:

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?  
\_\_\_\_\_YES \_\_\_\_\_NO IF NO, WRITTEN CONSENT FROM THE PROPERTY OWNER FOR THE EVENT IS  
REQUIRED WITHIN SEVEN(7) DAYS OF THE DATE OF SUBMISSION OF APPLICATION TO THE CITY AND TO  
ALL OTHER TENANTS ON THE PROPERTY OF THE PROPOSED EVENT. PLEASE ATTACH.

GIVE A DETAILED DESCRIPTION OF THE EVENT PROPOSED:

DATE OF THE EVENT: \_\_\_\_\_ TIME OF YOUR EVENT: \_\_\_\_\_

**NOTE: Special events are permitted by ordinance ONLY between 9:00 a.m. and 10:00 p.m.**

IS THE EVENT OPEN TO THE GENERAL PUBLIC? \_\_\_\_\_ YES \_\_\_\_\_ NO

WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: \_\_\_\_\_

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

\_\_\_\_\_YES \_\_\_\_\_NO IF YES, ON SEPARATE SHEET PROVIDE DESCRIPTION OF CONVICTION –  
INCLUDING WHAT FOR, DATE OF INCIDENT, DATE OF CONVICTION, ETC.

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES (TENT, TRAILER, STAGE, ETC)? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON MAP: \_\_\_\_\_

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT: \_\_\_\_\_

**NOTE: A certificate of Flame Resistance for the Tent must be provided 10 days prior to the date of event/sales.**

IF THE REQUEST IS TO HOLD A BLOCK PARTY, ARE YOU REQUESTING TO CLOSE ANY ROADS FOR THE EVENT? \_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, please submit signatures of abutting property owners who would be directly affected by the road closure indicating that they have no objections-form attached).

WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EVENT? \_\_\_\_\_ YES \_\_\_\_\_ NO  
IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT BUILDING DEPARTMENT at 248.871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

IS ANY SIGNAGE PROPOSED? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, NOTE SIZE AND LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION.

IS THE EVENT FOR PROFIT? \_\_\_\_\_ NON- PROFIT \_\_\_\_\_

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS? \_\_\_\_\_ YES \_\_\_\_\_ NO ANY DEVIATIONS REQUESTED? \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

DATE: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

**FOR OFFICE USE ONLY:**

\_\_\_\_ Application and fee  
\_\_\_\_ Complete Site Plan/Map

**APPROVALS:**

\_\_\_\_ Police  
\_\_\_\_ Fire  
\_\_\_\_ Planning/Bld/Zoning

**IF APPLICABLE:**

\_\_\_\_ Insurance Certificate (If required by city)  
\_\_\_\_ Clean Up Deposit (if required by city)  
\_\_\_\_ Tent Certificate of Flame Resistance  
\_\_\_\_ Tent Co. Information (see above)  
\_\_\_\_ Names/Addresses of Corporation  
\_\_\_\_ Neighborhood Signatures (block parties closing a road)  
\_\_\_\_ Carnivals Only (State of MI Certificate)

