



TEMPORARY USE APPLICATION-

\*\*\* To be Completed by City \*\*\*

Date Submitted: \_\_\_\_\_

Site Address or Project Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Application No. \_\_\_\_\_

Received By: \_\_\_\_\_

- Approved
- Approved with Conditions/Exceptions-See Attached
- Denied- See Attached

1. General Information

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

Property Owner (if different than applicant) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Permanent Parcel Number \_\_\_\_\_

Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_

Zoning District of Adjacent Parcels to the:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**2. Project Information- Use as specified in the Perry City Zoning Ordinance Chapter 3 Section 3.26 –**

Zoned Business/Industrial CBD, B-1, MXD, I-1, I-2      **\$100.00 Fee**

Zoned Housing R-1A, R-1B, R-T, R-M      **\$ 50.00 Fee**

**Project Type (check all that apply):**

Construction Building Structures

Sales of Merchandise

Flea Markets

Other Use: \_\_\_\_\_

**Duration of Temporary Use:**

Project Beginning Date: \_\_\_\_\_

Project Ending Date: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

**3. Application Procedure**

The Application and Project Plan, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

**Completed sketch plan.** A completed plan including all elements as specified in Chapter 3, Section 3.26, of the City of Perry Zoning Ordinance.

**Submission Checklist.** Confirmation that all submission requirements have been met, see following page.

**Application Form and Fees.** A completed application form and application fee are required with the initial submittal.

**Copies.** Additional copies may be required.

**Supplemental Applications.** If applicable, proof of all County, State and/or Federal are in compliance.

**Performance Guarantee.** May be required as specified in Chapter 17, Section 17.04, of the City Zoning Ordinance.

#### 4. Project Plan Requirements

The application shall be submitted with a sketch plan and written material which shall contain the following:

- A scale of not less than one (1) inch equals one hundred feet (1" = 100").
- Date, including revisions, and north arrow.
- The dimensions of all lot and property lines showing the relationship of the subject property to abutting properties.
- Size, location, and details of temporary structures shall be shown on the sketch plan.
- The locations of all existing structures and lot lines within one hundred feet (100') of the subject property.
- The location of all outside areas that will be actively used as part of the proposed use.
- The location of all existing and proposed drives and parking areas and the method of dust and traffic control.
- The location of any signs and the dimensions and plans of such signs.
- The names and addresses of the persons responsible for the preparation of the sketch plan and the proprietor.
- The location of all outdoor lighting facilities.
- Front, side and rear yard dimensions.
- The number of parking spaces and layout.
- Method of screening the use from abutting property.
- Designation of the location of firefighting equipment.
- Method and plan for trash removal.
- Plan for managing and placing of sanitary facilities.
- Steps and procedures to address any and all potential public safety concerns.
- Any other items necessary to conform to current City of Perry Ordinances.

## 5. Affidavit

I hereby certify that all work performed under this permit for which the application is made will conform with the Zoning Ordinances of the City of Perry, Shiawassee County Zoning Ordinances, and the laws of the State of Michigan.

I, \_\_\_\_\_ (applicant), do hereby swear that the information given herein is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner (if different)

I, \_\_\_\_\_ (property owner), hereby give permission for the City of Perry officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## 6. Review and Approval

### FOR CITY OF PERRY USE ONLY:

#### ZONING ADMINSTRATOR

Denied- See Attached

APPROVED

APPROVED with Conditions/Exceptions-See Attached

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Zoning Administrator