

City of Romulus

TEMPORARY USE APPLICATION - Administrative

Planning Department 11111 Wayne Road, Romulus MI 48174 Phone: (734) 955-4530 Fax (734) 941-5842 www.romulusgov.com

The granting of any temporary use shall in no way constitute a change in the basic use permitted in the zoning district nor on the property wherein the temporary use is permitted. Permanent alterations to the property are prohibited unless otherwise approved. Encroaching into landscaped areas is not permitted.

Once the temporary use is approved by the Administrative Review Committee (ARC), a Business Registration from the Clerk's Office is required.

Name of Business/Applicant: _____
 ___ New Application ___ Renewal

Site Information:
 Property Address: _____
 Parcel ID#'s: _____

 The property is located on the NORTH/SOUTH/EAST/WEST side
 of _____ Road; Between
 _____ Road and _____ Road.
 Total Gross Acres: _____
 Existing Use of Property: _____

 Property Zoning: _____

Project Information: This Section to be completed by City
 Case Number: _____

 Date Submitted: _____ Date Filed: _____
 Temporary Use Fee: **\$500.00 + Sketch Plan Fee**
 Revised Submittal Fee: **\$250.00**

 Copy Fee: _____ Copies x 14 sets x .05 = \$ _____
 Total Fee: _____
 Site Case Number: _____

Applicant Information:
 Name: _____
 Street: _____
 City: _____
 State: _____ Zip: _____
 Phone: () _____
 Email: () _____

Property Owner Information:
 Name: _____
 Street: _____
 City: _____
 State: _____ Zip: _____
 Phone: () _____
 Email: () _____

Description of Temporary Use Request:

Dates: _____

Hours of Operation: _____
Number of Attendees/Employees anticipated (at one time) _____

Federal, State or local license, registration or permit required
 ___ YES ___ NO
 Specify: _____

Site/Property Conditions:
 Is the property vacant ___ YES ___ NO
 Existing Use of Property _____
 Temporary use accessory to the principal use ___ YES ___ NO
 Area (sq. ft.) used for temporary use _____
 # parking spaces on site _____
 # parking spaces for temporary use _____

 Electrical/wiring needed ___ YES ___ NO
 Will trash bins be provided ___ YES ___ NO
 Are taxes current ___ YES ___ NO

 Is there a Certificate of Occupancy for the existing use
 ___ YES ___ NO

- Required Application Attachments Checklist:**
- **Proof of ownership** or signed affidavit of approval to use property from property owner
 - Copy (front and back sides) of applicant's and legal property owner's **driver's license**
 - Any required state or federal licenses or registrations
 - 10 copies of 8 1/2" x 11" **plot plan**

City of Romulus
TEMPORARY USE APPLICATION Pg. 2

Plot Plan Requirements: A plot plan or mortgage survey must be or be folded to 8 ½"x11" in size. Plan must be drawn to scale and indicate the following:

- Property lines and dimensions
- Street names
- Easements
- Existing structures including parking/storage areas
- Location, limits and dimensions of temporary use area; all proposed structures. associated with the temporary use including storage such as inventory not being displayed, equipment and supplies
- Existing and proposed driveways and fire lanes
- Setback dimensions and spacing from existing buildings for each structure
- Parking spaces for temporary use
- Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required

Affidavit of Petitioner:

I, the undersigned petitioner, being duly sworn, depose and say that the statements and information submitted are true and correct to the best of his/her knowledge, information and belief, further that s/he is authorized to submit this petition. I further acknowledge that the City and its employees shall not be held liable for any claims that arise as a result of acceptance, processing, or approval of this application. I also understand that by signing this application I authorize City staff and/or its representatives to conduct visits to the subject property and allow for reasonable access to the property.

_____ Date _____
 Print Applicant Name Date Print Property Owners Name Date

_____ Date _____
 Signature of Applicant Date Signature of Property Owner Date

Notary for Applicant:

Subscribed and sworn before me, this ____day
 of _____, 20____. A Notary Public in and for
 _____ County, Michigan.

 (Signature)
 Notary Public

My Commission expires _____, 20____.

Notary for Property Owner:

Subscribed and sworn before me, this ____day
 of _____, 20____. A Notary Public in and for
 _____ County, Michigan.

 (Signature)
 Notary Public

My Commission expires _____, 20____.