## City of Romulus TEMPORARY USE APPLICATION – Board of Zoning Appeals (BZA)

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.			
Name of Business/Applicant: New ApplicationRenewal			
Site Information: Property Address: Parcel ID#'s:  The property is located on the NORTH/SOUTH/EAST/WEST side ofRoad; BetweenRoad andRoad.  Total Gross Acres: Existing Use of Property:	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 Plan Case Number:		
Applicant Information: Name:	Property Owner Information:           Name:		
Description of Temporary Use Request:	Site/Property Conditions:  Is the property vacantYESNO  Existing Use of Property		
Days/Hours of Operation:  Number of Attendees/Employees anticipated (at one time):	Federal, State or local license, registration or permit required YES NO Specify:		

## City of Romulus TEMPORARY USE APPLICATION (BZA) Pg. 2

Is the use:  Permitted Use in the Zoning District Accessory Use in the Zoning District Special Land Use in the Zoning District Not permitted in the Zoning District Not permitted in the Zoning District Proof of ownership or signed affidavit of approval to use property from property owner Proof of ownership or signed affidavit of approval to use property from property owner Any required state or federal licenses or registrations 10 copies of 8 ½* x11* pilot plan 10 copies of 8 ½* x11* pilot plan 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 dimensions Street names Existing structures including parking/storage areas Location and dimensions of temporary use area All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies) Dimensions of all temporary structures Existing and proposed driveways and fire lanes Setback dimensions Setback dimensions Setback dimensions Parking spaces for temporary use and any existing use Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required  Affidavit of Petitioner: Libe undersigned pelitioner, being duly sworn, depose and say that the statements and information submitted are rue and correct to the best of hisher knowledge, information and belief, further that she 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 sping 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.  Print Applicant Name Date Print Property Owner Date  Notary For Applicant: Subscribed and sworn before me, this	Zoning District:			
Accessory Use in the Zoning District Special Land Use in the Zoning District Not permitted in the Zoning District Not permitted in the Zoning District 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 drivers license Any required state or federal licenses or registrations 10 copies of 8 ½* X11* plot plan 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 Property lines Property lines Property lines Property ines Existing structures including parking/storage areas Location and dimensions of temporary use area All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies) Dimensions of all temporary structures Existing and proposed driveways and fire lanes Setback dimensions Setback dimensions Setback dimensions Parking spaces for temporary use and any existing use Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required  Affidavit of Petitioner: I, the undersigned pellitioner, being duly sworn, depose and say that the statements and information submitted are true and correct to the best of hisher horovedoge, information and belief, further that she 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 spling 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.  Print Applicant Name Date Print Property Owner Subscribed and sworn before me, this				
Special Land Use in the Zoning District  Not permitted in the Zoning District  Not permitted in the Zoning District  Proof of ownership or signed affidavit of approval to use property from property owner  Copy, (front and back sides) of applicants and legal property owner's drivers license  Any required state or federal licenses or registrations  10 copies of 8 ½ x 11° plot plan  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  Property dimensions  Property dimensions  Street names  Eassements  Existing structures including parking/storage areas  Location and dimensions of temporary use area  All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies)  Dimensions of all temporary structures  Existing and proposed driveways and fire lanes  Seback dimensions  Spacing from existing buildings for each structure/use  Parking spaces for temporary use and any existing 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 hisher knowledge, information and belief, further that she is authorized to submit this petition. I further acknowledge that the City and its employees shall not be held faible for any claims that arise as a result of acceptance, processing, or approval of this application. I also understand that by signing this application is abounderstand that by signing this application is abounderstand that by signing this application. I also understand that by signing this application. I also understand that by signing this application. I also understand the control of the property.  Print Applicant Name  Date  Print Property Owners Name  Date  Notary for Property Owner.  Subsc				
Required Application Attachments Checklist:  Proof of ownership or signed affidavit of approval to use property from property owner  Copy (front and back sides) of applicants and legal property owner's drivers license  Any required state or federal licenses or registrations  10 copies of 8 ½" x 11" plot plan  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  Property dimensions  Sirect names  Easements  Existing structures including parking/storage areas  Location and dimensions of temporary use area  All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies)  Dimensions of all temporary structures  Existing and proposed driveways and fire lanes  Seback dimensions  Spacing from existing buildings for each structure/use  Parking spaces for temporary use and any existing use  Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required  Affidavit of Petitioner:  I, the undersigned pelitioner, being duly sworn, depose and say that the statements and information submitted are true and correct to the best of hisher knowledge, information and belief, further that shie 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 spingling 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.  Print Applicant Name  Date  Print Property Owner  Subscribed and sworn before me, this				
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 drivers license  Any required state or federal licenses or registrations  10 copies of 8 ½ x 11" plot plan  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  Property lines  Property dimensions  Street names  Easements  Existing structures including parking/storage areas  Location and dimensions of temporary use area  All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies)  Dimensions of all temporary structures  Existing and proposed driveways and fire lanes  Setback dimensions  Spacing from existing buildings for each structure/use  Parking spaces for temporary use and any existing use  Proposed signs (type, size, location): note that a temporary sign permit from the Building Department is required  Affidavit of Petitioner:  I, the undestigned petitioner, being duly sworn, depose and say that the stalements and information submitted are true and correct to the best of his/her knowledge, information and belief, further that she is authorized to submit this petition. I turther 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.  Print Applicant Name  Date  Notary For Property Owner:  Subscribed and sworn before me, thisday ofCounty, Michigan.  (Signature)  Notary Public in and forCounty, Michigan.				
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 drivers license  Any required state or federal licensese or registrations  10 copies of 8 ½" x 11" plot plan  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  Property dimensions  Street names  Easements  Existing structures including parking/storage areas  Location and dimensions of temporary use area  All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies)  Dimensions of all temporary structures  Existing and proposed driveways and fire lanes  Setback dimensions  Spacing from existing buildings for each structure/use  Parking spaces for temporary use and any existing 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.  Print Applicant Name  Date  Notary for Applicant:  Subscribed and sworn before me, this	Not permitted in the Zoning District			
and indicate the following:  Property limes Property dimensions Street names Easements Easements Location and dimensions of temporary use area All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies) Dimensions of all temporary structures Existing and proposed driveways and fire lanes Setback dimensions Parking spaces for temporary use and any existing use Parking spaces for temporary use and any existing 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.  Print Applicant Name Date Print Property Owners Name Date  Notary for Applicant: Subscribed and sworn before me, thisday of2OA Notary Public in and forCounty, Michigan.  (Signature) Notary Public Notary Public Notary Public	<ul> <li>Proof of ownership or signed affidavit of approval to use property from property owner</li> <li>Copy (front and back sides) of applicant's and legal property owner's drivers license</li> <li>Any required state or federal licenses or registrations</li> </ul>			
Properfy dimensions Street names Easements Easements Existing structures including parking/storage areas Location and dimensions of temporary use area All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies) Dimensions of all temporary structures Existing and proposed driveways and fire lanes Setback dimensions Spacing from existing buildings for each structure/use Parking spaces for temporary use and any existing 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.  Print Applicant Name Date Print Property Owner Name Date  Notary for Applicant: Subscribed and sworn before me, this day of 20 A Notary Public in and for County, Michigan.  (Signature) Notary Public Notary Public Notary Public	and indicate the following:	st be or be folded to 8 ½"x11" in size. Plan must b	e <i>drawn to scale</i>	
Existing structures including parking/storage areas Location and dimensions of temporary use area All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies) Dimensions of all temporary structures Existing and proposed driveways and fire lanes Setback dimensions Spacing from existing buildings for each structure/use Parking spaces for temporary use and any existing 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.  Print Applicant Name  Date  Print Property Owner Name  Date  Notary for Applicant: Subscribed and sworn before me, thisday of County, Michigan.	<ul><li>Property dimensions</li><li>Street names</li></ul>			
<ul> <li>All proposed structures associated with the temporary use including storage (for example, inventory not being displayed, equipment and supplies)</li> <li>Dimensions of all temporary structures</li> <li>Existing and proposed driveways and fire lanes</li> <li>Setback dimensions</li> <li>Spacing from existing buildings for each structure/use</li> <li>Parking spaces for temporary use and any existing use</li> <li>Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required</li> <li>Affidavit of Petitioner:         <ol> <li>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.</li> </ol> </li> <li>Print Applicant Name</li></ul>	Existing structures including parking/storage areas			
equipment and supplies)  Dimensions of all temporary structures  Existing and proposed driveways and fire lanes  Setback dimensions  Spacing from existing buildings for each structure/use  Parking spaces for temporary use and any existing 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.  Print Applicant Name  Date  Print Property Owners Name  Date  Notary for Applicant:  Subscribed and sworn before me, thisday of County, Michigan.  Subscribed and sworn before me, thisday of County, Michigan.  (Signature)  Notary Public in and for County, Michigan.	· ·			
<ul> <li>Existing and proposed driveways and fire lanes</li> <li>Setback dimensions</li> <li>Spacing from existing buildings for each structure/use</li> <li>Parking spaces for temporary use and any existing use</li> <li>Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required</li> </ul> Affidavit of Petitioner: <ul> <li>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.</li> </ul> Print Applicant Name <ul> <li>Date</li> <li>Print Property Owners Name</li> <li>Date</li> </ul> Notary for Applicant: <ul> <li>Signature of Applicant:</li> <li>Subscribed and sworn before me, thisday</li> <li>ofCounty, Michigan.</li> <li>County, Michigan.</li> <li>(Signature)</li> <li>Notary Public</li> <li>Notary Public</li> </ul> Notary Public	equipment and supplies)			
Setback dimensions Spacing from existing buildings for each structure/use Parking spaces for temporary use and any existing 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.  Print Applicant Name  Date  Print Property Owners Name  Date  Notary for Applicant: Subscribed and sworn before me, thisday of20A Notary Public in and for0 and for0 and for				
<ul> <li>Spacing from existing buildings for each structure/use</li> <li>Parking spaces for temporary use and any existing use</li> <li>Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required</li> <li>Affidavit of Petitioner:         <ol> <li>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.</li> </ol> </li> <li>Print Applicant Name          <ol> <li>Date</li> <li>Print Property Owners Name</li> <li>Date</li> </ol> </li> <li>Notary for Applicant:         <ol> <li>Signature of Applicant:</li> <li>Subscribed and sworn before me, thisday of County, Michigan.</li> <li> County, Michigan.</li> <li> (Signature)</li></ol></li></ul>				
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.  Print Applicant Name  Date  Print Property Owners Name  Date  Notary for Applicant:  Subscribed and sworn before me, thisday of 20 A Notary Public in and for County, Michigan.  (Signature)  Notary Public  Notary Public  Notary Public				
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.  Print Applicant Name  Date  Print Property Owners Name  Date  Notary for Applicant:  Subscribed and sworn before me, thisday of 20A Notary Public in and for County, Michigan.  (Signature)  Notary Public  Notary Public  Notary Public  Notary Public				
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.  Print Applicant Name  Date  Print Property Owners Name  Date  Notary for Applicant:  Subscribed and sworn before me, thisday of 20A Notary Public in and for County, Michigan.  (Signature)  Notary Public  Notary Public  Notary Public  Notary Public	<ul> <li>Proposed signs (type, size, location); note that a temporary sign permit from the Building Department is required</li> </ul>			
Signature of Applicant  Notary for Applicant: Subscribed and sworn before me, thisday of20A Notary Public in and forCounty, Michigan.  (Signature) Notary Public  (Signature) Notary Public  Signature of Property Owner: Subscribed and sworn before me, thisday of20A Notary Public in and forCounty, Michigan.  (Signature) Notary Public  Notary Public	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			
Notary for Applicant: Subscribed and sworn before me, thisday of20A Notary Public in and forCounty, Michigan.  (Signature) Notary Public  (Signature) Notary Public  Notary Public  (Signature) Notary Public	Print Applicant Name Date	Print Property Owners Name	Date	
Subscribed and sworn before me, thisday of20A Notary Public in and forCounty, Michigan.  Subscribed and sworn before me, thisday of20A Notary Public in and forCounty, Michigan.  (Signature) Notary Public  Subscribed and sworn before me, thisday of  County, Michigan.  (Signature) Notary Public	Signature of Applicant Date	Signature of Property Owner	 Date	
ofA Notary Public in and for OfA Notary Public in and for County, Michigan County, Michigan (Signature)				
Notary Public Notary Public	of20A Notary Public in and for	of20A Notary Public in and for		
My Commission expires 20 My Commission expires 20	Notary Public  y Commission expires, 20 My Commission expires, 20			