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 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: $350.00

Revised Submittal Fee: $175.00

Copy Fee: _____Copies x 14 sets x .05 = $_____

Total Fee:_____

Site Plan 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:

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

_____

_____

Dates:_____

_____

Days/Hours of Operation:_____

_____

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

_____

_____

Site/Property Conditions:

Is the property vacant _____ YES _____NO

Existing Use of Property_____

Area (sq. ft.) used for temporary use_____

parking spaces on site _____

parking spaces for temporary use_____

Is 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

Federal, State or local license, registration or permit required

_____ YES _____ NO

Specify:_____

_____

_____

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Zoning District: _____

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

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 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	Print Property Owners Name	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___.