



Temporary Use Application

This application is provided in conjunction with the Cedar Springs Code of Ordinances Article IV. Supplemental Regulations. Sec. 40-444 Temporary Uses. **Temporary uses and seasonal or special events may be allowed in any district upon issuance of a permit by the building/zoning administrator. A community event, approved by resolution of the City Council, shall only be required to obtain a single permit for the entire event and not for each aspect of the event.**

APPLICANT NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: (____) _____ - _____ CELL HOME WORK

EMAIL: _____ @ _____

PROPERTY ADDRESS OF TEMPORARY USE: _____

PARCEL NUMBER: 41-____-____-____-____-____ CURRENT ZONING: _____

IS APPLICANT THE PROPERTY OWNER?: Yes No

IF NO, PROPERTY OWNER: _____

CONTACT PERSON: _____ PHONE: (____) _____ - _____

PLEASE ANSWER THE FOLLOWING:

1. Has the temporary use, seasonal or special event been classified a community event by resolution of the City Council? Yes No
2. Is the temporary use, seasonal or special event to be located on a lot occupied by a permitted principal building? Yes No
3. If the event is to be located on a vacant lot, have the minimum setbacks for all buildings, structures, tents and parking been provided? (Does **not** apply to events classified as community events) Yes No
4. Are the setbacks for any buildings, structures or parking less than ten (10) feet? (Does **not** apply if event is to be located in the B-2, Central Business District.) Yes No
5. Will the temporary use, seasonal or special event prevent the continued use of sidewalks, rights- of-way, fire lanes etc.? Yes No

6. If the applicant is not the owner of the property, has written permission of the property owner been provided? (Does **not** apply to events classified as community events.)
 Yes No
7. Carnivals, circuses, farmer's markets, flea markets, festivals and similar events, please answer the following:

- a. Has the use been approved by the City Council? Yes No
- b. Has a copy indicating a reasonable amount of liability insurance coverage been provided?
 Yes No
- c. Has a sketch plan for the event including a description of traffic flow and parking management been provided? Yes No

If not, was this provision waived by the City Council? Yes No

Has a narrative adequately describing the scope of the event and the locations(s) where activities will be conducted, been submitted? Yes No

- d. If a recurring event such as a farmer's market, will the event take place in a commercially zoned district? Yes No

A separate permit for each event within any one calendar year is not required if the number of dates and a schedule are established at the time of application and that the conditions and requirements of the City Council are maintained.

Has a list of the dates and schedule been provided? Yes No

- e. Is a minimum of one parking space provided for each 800 square feet of gross lot area used for the activity (not including storage areas) plus additional parking space for any structure utilized for retail sales computed in accordance for any structure? (Does **not** apply to events classified as community events.) Yes No

- f. Has the \$200.00 escrow fee been submitted? Yes No

The escrow fee, as established by resolution of the City Council, will be returned after five days following the event provided all equipment, materials, goods, poles, wires, signs and other items associated with the temporary use are removed from the premises within five days of the end of the event. Following the five-day period, the City shall use the escrow fee to clear such items from the property.

APPLICANT SIGNATURE: _____ DATE: ____/____/____



Register Imprint

City of Cedar Springs Property Sketch

- A complete and accurate drawing is required for all permits.
- Applicant may attach drawing or use scale below.

Address: _____ Parcel #: 41-____-____-____-____-____

Please show and label the zoning districts on all four sides of the property or attached a sheet that depicts the zoning:

A large grid for property sketching. The grid is approximately 20 units wide and 20 units high. Four rectangular boxes, each containing the text "ZONING _____", are positioned around the perimeter of the grid: one at the top center, one at the bottom center, one on the left side, and one on the right side. In the top right corner of the grid, there is a vertical rectangular box containing the letter "N" above an upward-pointing arrow, indicating North.

City Review:

HAS APPLICANT PROVIDED NECESSARY INFORMATION? YES NO

CITY MANAGER APPROVAL: Yes No Date: ____/____/____

SIGNATURE: _____