



City of Sylvan Lake Temporary Special Event Permit Application

Business name and type: _____

Address: _____ Business Phone #: _____

Name of applicant: _____

Applicant's address: _____ Phone #: _____

Email address: _____

Responsible Party (if different from Applicant): _____

Phone number and email for Responsible Party: _____

Hours of operation: _____

To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Sylvan Lake, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Sylvan Lake, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this special event.

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above information, and agree that I (or the sponsoring organization) will comply with the City's Temporary Special Event Permit requirements and rules and all other City requirements, ordinances, and other laws which apply to this temporary special event.

APPLICANT'S SIGNATURE

DATE

(Continued)

Submission Checklist:

- o Signed application
- o Scaled Plan with requested information (See attached Article III of Code of Ordinances)
- o Landlord approval (if business is a tenant)
- o Right of Way Permit application if needed, for any use of City or public property, including sidewalks, parking areas, or open spaces
- o Insurance certificates showing City as additional insured (if applicable)

Please submit all documents to the City Manager by mail, drop off at City Hall, 1820 Inverness, Sylvan Lake MI 48320, or email to citymanager@sylvanlake.org
 Please allow at least 48 hours for review of complete applications. Once any temporary measures or fixtures are installed please call 248.682.1440 24 hours prior to opening for inspection.

FOR OFFICE USE ONLY

Date Submitted: _____ Layout Drawing: _____
 Landlord approval: _____ Approval Date: _____
 Application Approved: _____ Permit # _____
 Inspection complete: _____ Inspector: _____

ARTICLE III. TEMPORARY SPECIAL EVENTS

Sec. 6-61. Approval of Temporary Outdoor Seating and Sales.

The City Manager may approve the use of temporary outdoor seating or temporary outdoor sales where it is determined that such temporary authorization if properly administered, will not adversely affect the public health, safety, and welfare and will benefit both the businesses and the members of the public affected. This authority is in addition to any other authorization for such uses in the City Code or the Zoning Ordinance.

Section 6-62. Application for Approval

An Application for approval shall be filed on a form provided by the City, and the following information shall be required:

1. A scaled layout of premises, including any existing outdoor seating areas and the proposed expansion area;
2. Location of and clearances to maintain access to any fire hydrants and Fire Department connections;
3. Dimensioned access to means of egress and barrier-free entrance routes (60" minimum);
4. Locations and sizes of any temporary canopies and umbrellas;
5. Location and description of proposed seating (tables, chairs), complying with barrier-free requirements;
6. Location of cash registers or points of payment (if any);
7. Locations and description of any fencing or seating area enclosures and egress;
8. Location of any relocated barrier-free parking;
9. Facilities for waste and trash; and
10. All proposed electrical equipment, connections, and service.
11. Separation from parking/vehicular traffic.
12. Barrier-free/ADA compliance.

Sec. 6-63. Other requirements

1. The following requirements apply to the use:
 - i. Operation shall be part of an existing business with a valid certificate of occupancy adjacent to or on the same property as the outdoor area.
 - ii. Operation shall comply with any and all applicable state and local orders.
 - iii. Applicant shall demonstrate that, upon installation of the proposed temporary outdoor sales by retail businesses or temporary outdoor seating and food and beverage service by restaurants/bars, there will remain ample space for parking, vehicular (including emergency vehicles) and pedestrian ingress, egress and circulation, and any other use on the subject site
 - iv. Separation from parking/vehicular traffic.

- v. Barrier-free/ADA compliance.
 - vi. Compliance with building and fire codes.
 - vii. Provision for litter and waste.
2. Access drives, fire lanes, Fire Department Connections (FDC)s, sprinkler/riser rooms, barrier-free access, and barrier-free parking must be maintained. However, barrier-free parking may be relocated to the nearest available location with compliant striping and signage. Alternate delivery areas are allowed, provided access, egress, and fire lanes are maintained. Relocated barrier-free parking must include installation of temporary striping, accessible routes, and signage.
 3. Businesses may occupy up to 25% of required parking/walk area for the purposes of exterior dining and shopping on to private property, subject to any conditions imposed as part of an approval.
 4. Temporary fabric canopies and umbrellas of up to 10 ft. x10 ft. are allowed, provided that 10 ft. of clearance is maintained between individual canopies and buildings.
 5. Open flames, fire features, outdoor cooking, and heaters are not allowed. Electrical lighting and equipment must be exterior rated, served by weather-proof and GFI protected circuits, and be protected so as to prevent tripping and damage.
 6. All merchandise displays, chairs, tables, umbrellas, and other fixtures must be secured against overturning, winds, etc. All merchandise must be moved indoors and secured at close of business.
 7. Tenants must provide written approval of application from their landlord or authorized representative. Multi-tenant properties must comply with the guidance of the property owner or manager regarding parking lot usage.
 8. Trash and waste must be removed and properly disposed as needed, but at a minimum at the close of every business day.
 9. Amplified sound must comply with the limitations of Section 30-111 of the City Code.
 10. Restaurant/bar uses must comply with the requirements of the Oakland County Environmental Health Department.
 11. Any proposed use of City-owned property, including City-owned sidewalks or right-of-way, requires a separate application and approval of a Right of Way Permit.
 12. Businesses currently authorized to sell or allow consumption of alcoholic beverages shall comply with all requirements of the State Liquor Control law, including administrative regulations and guidance issued by the Liquor Control Commission.

Sec. 6-63. Duration of approval

The temporary special events described herein may be granted for a period not to exceed 120 days and shall expire in any event no later than October 31 of the year in which the approval is granted.

6-64. Revocation of approval

An approved permit may be revoked by the City Manager if the applicant fails, neglects, or refuses to fully comply with any and all provisions and requirements set forth in the City Code or any other applicable law, rule, regulation, or order.