



Preliminary Information Needed to Open an Event Space in City of Eastpointe

Some zoning districts in the city require Planning Commission and City Council approval to open an Event Space business. This approval process is known as the Special Land Use process. See the following page for an outline of the Special Land Use process.

Before leasing or buying a property, contact the Zoning Administrator to make sure you understand the process to open a business on your property. Bring answers to the following list of questions:

1. What is the maximum number of guests that will attend events? Will food be prepared and served? And alcohol?
2. What is the total floor area? What is the social floor area? Social floor area is the space that the guests will use. Social floor area does not include any storage, toilets, kitchen, or laundry area.
3. How many employees will be in the building during events?
4. What are the hours of operation? Will amplified music be played inside? If yes, until what time?
5. Details are needed on how will trash be collected and disposed. If a dumpster is needed, it must be in a permanent enclosure.
6. Details are needed on loading activities.
7. A permanent wall may be needed between the proposed event space and the adjacent residential property. Is there an existing wall protecting neighboring residential property from the commercial property? If not, you may need to determine whether the property owner / landlord or you, as the tenant, will add that wall.
8. Are any changes being proposed to the façade?
9. If any changes are being proposed to the outdoor lighting, you must provide details.
10. The parking available for the use must be shown in detail on a dimensional site plan. If there is shared parking, that also must be detailed. Barrier free parking must be provided for as well. The number of parking spaces needed is determined by the square footage of the social floor area.



Special Land Use Process

Please note that this process could take a few months, due to the Planning Commission and City Council meeting schedules and the amount of time needed to complete the required notices for the public hearing.

1. Submit site plan, special land use application, and application fee to the Building Department
2. The City Planner will review the application and may ask for additional information
3. The Planner will schedule the applicant for a Planning Commission meeting
4. Notice of the hearing will be sent to neighboring property owners and published in the local newspaper
5. The Applicant must attend the Planning Commission public hearing and meeting
6. If the Planning Commission recommends approval of the application, the matter will be scheduled for a City Council meeting
7. The Applicant should attend the City Council meeting
8. If approved, the Applicant revises site plan, if needed, and re-submits it to the Building Department
9. After the final site plan submission is approved, the Applicant visits the Building Department to start Certificate of Compliance process
10. The Applicant visits the Office of Clerk to start the Business License approval process, which includes inspections by the Building Official and Fire Marshal