Charter Township of Orion
Planning & Zoning Department
2323 Joslyn Rd., Lake Orion MI 48360
P: (248) 391-0304 ext. 5001; Fax (248) 391-1454

Checklist for Outdoor Display & Sales Application

Applications should be submitted 30 days prior to the first day of display.

The following must accompany your completed application; incomplete submittals will not be accepted.
- Complete application including original ink signatures of property owner and the applicant.
- Application fee of $150.00, cash or check payable to Orion Township.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed.
- Three copies of a sketch plan and floor plan drawn to scale in accordance with Zoning Ordinance No. 78, 30.11, F, showing:
  - The road right-of-way
  - Setback from the road right-of-way
  - Measurement from display to the nearest building or structure
  - Measurement from display to the nearest parking lot
  - Measurement from display to all entrances and exits
  - Measurement between displays
  - Placement of fire extinguishers
  - Pedestrian traffic flow
  - Parking areas
  - Vehicular traffic flow
  - Placement of materials:
    - Shall be displayed no closer than ten feet from building entrance doors.
    - Flammable products shall be located far enough away from permanent structures to prevent a fire hazard and are subject to Fire Department inspection.
    - Shall adhere to all setback requirements
    - Shall not encroach upon a parking lot, driveway, or public right-of-way, and shall maintain at least five feet of clear pedestrian passage on sidewalk areas.
    - Bulk storage or stockpiles of unpackaged mulch, soil, gravel, building supplies, or similar materials shall be prohibited.
- 30.11, F: Outdoor Display and Sales. Temporary use permits may be issued administratively for Outdoor Display and Sales for the marketing of goods or products which do not exceed ten percent (10%) of the principal building area or greater than one thousand (1,000) square feet (whichever is less). This shall exclude Outdoor Display and Sales areas normally allowed as a principal use within the GB zoning district.
- The following information is needed before a permit can be issued and is helpful if submitted with this application.
  - Detailed information on the materials and wind load capability of the tent(s) or stand(s) to be erected on the site. Applicable Building, Fire and Electrical Codes are listed on the last page of this application.

If you have any questions, please call the PC/ZBA Coordinator at (248) 391-0304 ext. 5001.
Application for Administrative Review
Outdoor Display and Sales

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Name of Business: __________________________

Name:____________________________________
Address:___________________________ City:________________ State:____ Zip:____
Phone:______________________ Cell:________________ Fax:________________
Email:____________________________________

Name:____________________________________
Address:___________________________ City:________________ State:____ Zip:____
Phone:______________________ Cell:________________ Fax:________________
Email:____________________________________

* If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.

Name:____________________________________
Address:___________________________ City:________________ State:____ Zip:____
Phone:______________________ Cell:________________ Fax:________________
Email:____________________________________

Project Contact

Name:____________________________________
Address:___________________________ City:________________ State:____ Zip:____
Phone:______________________ Cell:________________ Fax:________________
Email:____________________________________

Property Information

Address of Property:____________________________________

Side of Street:_________________________ Nearest Cross Streets:____________________________________

Sidewell Number(s): _______________ Acreage:__________ Square Footage of building______________

Current Use of Property:____________________________________
Outdoor Display/Sales Area Information

1. What are the dates of the display/sales? ________________________ / ______/ ______ to __________ / ______/ ______ What hours? ________________________________

2. What is the nature of the request? ________________________________

3. Please indicate the size of any tents or canopies that will be added to the site: ________________________________

4. How will electrical equipment/lighting be powered? ________________________________

5. What are the plans for the storage of display items during both open and closed hours? ________________________________

6. Has this business ever applied for an outdoor display or sale on this property? If so when? ________________________________

7. Please list the items to be displayed or sold outside and duration of each display, list all items for each season if applicable: ________________________________

I/We, the undersigned, do hereby submit this application for Outdoor Display and Sales, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.10 and 30.11 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant: ________________________________ Date: ________________________________

Print Name: ________________________________

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings.

Signature of Owner: ________________________________ Date: ________________________________

Print Name: ________________________________

Office Use Only

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<th>Date Filed:</th>
<th>Fee Paid:</th>
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Subject Property Zoning: ________________________________ Adjacent Zoning: N. S. E. W.
Regulations for Tents, Special Amusement Structures or Temporary Structures

Temporary Structures that will be erected for 180 days or less must comply with:
   • Chapter 1, Section 108
   • Chapter 31, Section 3103
2. The International Fire Code 2012
   • Chapter 31 - Before the Fire Department will grant occupancy you must satisfy the requirements of this chapter.

Special Amusement Buildings must comply with:
   • Chapter 4, Section 411 & 410.4.1
   • Chapter 31, Sections 3102, 3103, & 3104
2. The International Fire Code 2012
   • Chapter 31 - Before the Fire Department will grant occupancy you must satisfy the requirements of this chapter.

Tents, Canopies, or membranes that will be erected for 180 days or less must comply with:
   • Chapter 31, Section 3103
2. The International Fire Code 2012
   • Chapter 31 - Before the Fire Department will grant occupancy you must satisfy the requirements of this chapter.

Some or all of the above structures may be required to meet the following conditions before the Fire Department will be able to give approval.
1. Flame-resistant treatment
2. Anchorage requirements
3. Exit lighting and emergency lighting
4. Means of exiting
5. Standby power
6. Fire protection systems such as portable fire extinguishers and/or fire suppression
7. Occupant load factors
8. Fire warning systems such as horn/strobe lights that automatically activate when an emergence situation is detected

This list is only to be used as a guideline with the understanding that each request must be reviewed by the Fire Department to determine if special circumstances will require additional safety precautions.