



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

46425 TYLER ROAD, VAN BUREN TOWNSHIP, MI 48111

PHONE (734) 699-8913 FAX (734) 699-8958

**TEMPORARY ADAPTIVE OUTDOOR DINING AND RETAIL PERMIT
APPLICATION**

No application fee required

DATE OF APPLICATION:	
CONTACT PERSON:	PHONE:
BUSINESS NAME:	ADDRESS OF LOCATION:
PROPERTY OWNER REPRESENTATIVE:	PHONE:
WHAT ACTIVITY ARE YOU REQUESTING TO MOVE OUTDOORS (E.G., OUTDOOR DINING AND BEVERAGE SERVICE, OUTDOOR RETAIL)?	
IS A LICENSE FOR ALCOHOL SALES OR SERVICE REQUESTED FROM THE MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)? (YES/NO) . IF YES, WHAT TYPE OF MLCC LICENSE IS REQUESTED?	
OTHER:	
PLEASE ALSO SUBMIT A SIMPLE SITE PLAN (SEE SITE PLAN TEMPLATE AND CHECKLIST ON PAGES 2-3)	

Please submit all documents to the Van Buren Charter Township Planning and Economic Development Department. This can be done via mail, in-person drop off, or emailed to dpower@vanburen-mi.org. Please allow three (3) business days for review of your completed application. Upon written or verbal confirmation from the Township Planning and Economic Development Department that your application has been approved, you may begin installation. If the proposal involves new structures, electrical connections, or other items requiring inspection, please contact 734-699-8913 prior to commencing the activity to coordinate your inspection.

As the duly authorized individual or agent of the applicant/business, I hereby apply for approval of this temporary outdoor dining and retail use, affirm the above information, and agree that I (or the sponsoring organization) will comply with applicable Township requirements, ordinances, and other laws which apply to this temporary use.

SIGNATURE OF APPLICANT

DATE

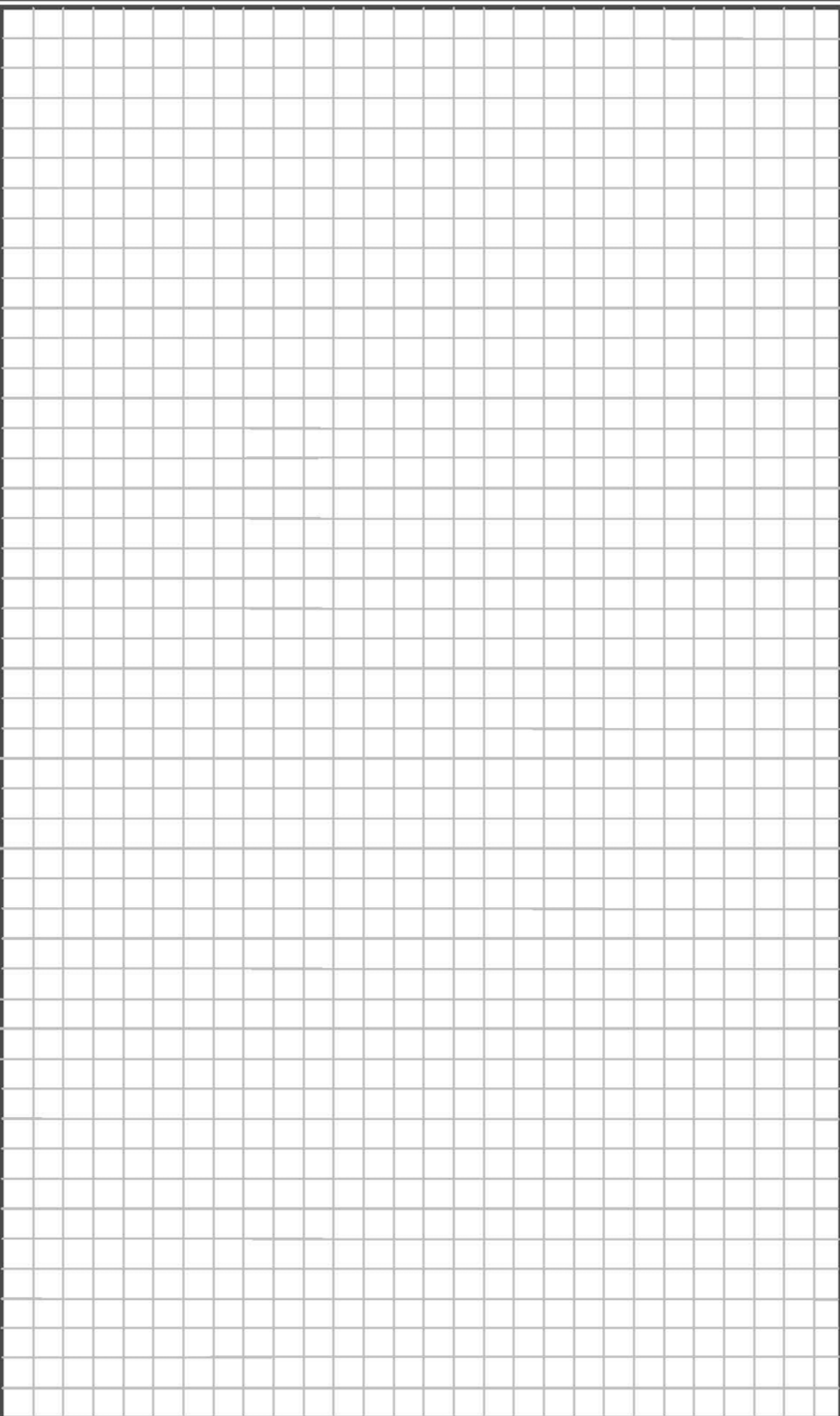
SIGNATURE OF OWNER, IF DIFFERENT FROM APPLICANT

DATE

APPROVED BY

DATE

Temporary Outdoor Dining / Retail Site Plan



See a checklist of site plan items on the following page.	Contact:	
	Phone #:	
	Sq. Footage:	
	Address:	

Site Plan Information – please provide the following if it applies to your proposed use:

- ☐ **Perimeter.** A description of the perimeter surrounding the outdoor dining or retail space including length, width, and the material being used to define the perimeter (fencing, planters, etc.).
- ☐ **Parking spaces impacted** by or removed due to be occupied by the outdoor use.
- ☐ **Barrier free space protection.** Verification that existing barrier free parking spaces will be unhindered or will be replaced.
- ☐ **Drive aisles or fire lanes** affected by the outdoor use.
- ☐ **Crossings** designed to guide patrons to the outdoor use area.
- ☐ **Arrows demonstrating vehicle circulation**, if any of the site's drive aisles will be impacted.
- ☐ **Setbacks** between the temporary use and adjacent lot lines.
- ☐ **Additional notes or separate submittals** to provide, if applicable:
 - o Description of the proposed outdoor activities.
 - o Any proposed additional lighting.
 - o Method of trash disposal and site clean-up.
 - o Estimated schedule for trash pickup and deliveries to the primary business.
 - o Proposed hours of outdoor operation.
 - o A description of MLCC licenses or other licenses required.
 - o Notes describing monitoring and security of any outdoor alcohol service areas.
 - o Any available specification drawings showing the size, height and type of construction of proposed temporary buildings / structures to serve the use.
 - o Any other information aiding with the description of your project.

Additional informational notes:

1. This temporary outdoor land use authorization shall expire on October 31, 2020, unless extended by the Township Board.
2. If a conflict arises between this use and any Executive Order from the State of Michigan Governor, the Executive Order shall prevail.
3. Extensions or new applications related to this temporary outdoor use may be subject to new ordinances or policies adopted by the Van Buren Township Board.
4. If a license from MLCC for outdoor service is requested, this must be attached to areas in which alcohol will be served. A copy of the MLCC Outdoor Service permit must be submitted to the Township prior to commencing with the outdoor service of alcoholic beverages. See https://www.michigan.gov/lara/0,4601,7-154-89334_10570---.00.html.
5. If Wayne County Health Department (WCHD) approvals for outdoor food service are required, a copy of the WCHD approval will be required prior to the Township issuing an approval (see application and instructions here: <https://www.waynecounty.com/departments/hhvs/wellness/foodservice-licensing.aspx>)

FOR OFFICE USE ONLY

Date Submitted _____ Layout Drawing _____

Landowner Approval _____ Approval Date _____

Application Approved: _____