OFFICE OF CITY CLERK

SPECIAL EVENT/TEMPORARY OUTDOOR SALES APPLICATION

Per City Ordinance, all special events and temporary outdoor sales in Farmington Hills must be licensed and controlled to protect the health and safety of persons and property within the City.

RETURN THE FOLLOWING TO THE CITY CLERK'S OFFICE

- **Completed Application with all required supporting documentation**
- **Detailed plan/map of the proposed event showing locations of signs, amusement rides, food services, tents, parking facilities, etc.**
- **Block parties require the signatures of all abutting homeowners granting their permission for the closing of any road (ONLY dead-end roads or cul-de-sacs are allowed to be completely closed--no through streets)**
- **Appropriate Fee**

If you would like the Police Department and /or Fire Department to participate in your event, please contact them directly. Police Department: 871-2620 Fire Department: 871-2815. If barricades are needed for your event, please contact the D.P.W. at 871-2850.

****Per City ordinance, special event applications are required 21 days prior to the event and temporary outdoor sales applications are required 45 days prior to the event. The City may, but is in no way obligated to, consider an application submitted late, if the City Manager determines that exceptional circumstances exist and there is sufficient time for reviews, inspection and decisions to be made under the City Code.**

You are strongly encouraged to submit applications AT LEAST two months prior to any event in case the matter requires Zoning Board of Appeals or City Council approval.

OFFICE OF CITY CLERK

SPECIAL EVENT/TEMPORARY OUTDOOR SALES APPLICANT CHECKLIST

- ☐ **Application and Fee**
- ☐ **Insurance Certificate**
- ☐ **Clean Up Deposit**
- ☐ **Detailed Site Plan/Map**
- ☐ **Tent Certificate of Flame Resistance (if larger than 10x10)**
- ☐ **Tent Co. Information**
- ☐ **Names/Addresses of Corporation**
- ☐ **Neighborhood Signatures (block parties closing a road)**
- ☐ **Carnivals Only (State of MI Certificate)**

APPLICATION FOR SPECIAL EVENT/TEMPORARY OUTDOOR SALES

CITY OF FARMINGTON HILLS
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336
(248) 871-2410 FAX (248) 871-2411

ALL FEES ARE NON-REFUNDABLE

Fees: $50.00 Application Review Fee (fee is waived for non profit companies) Carnivals are $ 150.00

A **Clean Up Deposit** of $300 is required for special events and temporary outdoor sales (involving the use of any temporary outdoor structures or equipment – tents, tables, etc.). This deposit is refundable when the site is cleared.

A **Liability Insurance Certificate** naming the City as an additional insured in the amount of $1,000,000 is required for special events or temporary outdoor sales as determined by the City.

Temporary Outdoor Sales: (Sales event held on the same property as the business and accessory to the use of the business) **Temporary Outdoor Sales are limited to 14 consecutive days and a total of 28 days in any 12 month period**.

NOTE: A COMPLETE AND DETAILED SITE PLAN/SITE MAP OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)

APPLICANT'S NAME: (If partnership or corporation, please include all names & residential address of officers on separate sheet)

_____

APPLICANT' S RESIDENTIAL ADDRESS:

_____
CITY ST ZIP

APPLICANT'S PHONE: Office: _____ Cell: _____

RELATION OF APPLICANT TO BUSINESS/EVENT: ____Owner ____Manager ____Representative ____Other

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS: _____PROFIT _____NON-PROFIT

ADDRESS OF THE PROPERTY AT WHICH THE EVENT WILL BE CONDUCTED:

_____

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?
_____YES _____NO IF NO, WRITTEN CONSENT FROM THE PROPERTY OWNER FOR THE EVENT IS REQUIRED WITHIN SEVEN(7) DAYS OF THE DATE OF SUBMISSION OF APPLICATION TO THE CITY AND TO ALL OTHER TENANTS ON THE PROPERTY OF THE PROPOSED EVENT. PLEASE ATTACH.

GIVE A DETAILED DESCRIPTION OF THE EVENT PROPOSED:

_____

_____

DATE OF THE EVENT:_____ TIME OF YOUR EVENT:_____
NOTE: Special events/temporary outdoor sales are permitted by ordinance ONLY between 9am and 10pm

IS THE EVENT OPEN TO THE GENERAL PUBLIC? _____ YES _____ NO

WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING:
_____ YES _____ NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: _____

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

_____YES _____ NO IF YES, ON SEPARATE SHEET PROVIDE DESCRIPTION OF CONVICTION – INCLUDING WHAT FOR, DATE OF INCIDENT, DATE OF CONVICTION, ETC.

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES (TENT, TRAILER, STAGE, ETC)? _____ YES _____ NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON MAP: _____

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT:_____

_____

NOTE: A certificate of Flame Resistance for the Tent must be provided 10 days prior to the date of event/sales.

IF THE REQUEST IS TO HOLD A BLOCK PARTY, ARE YOU REQUESTING TO CLOSE ANY ROADS FOR THE EVENT? _____YES _____NO (If yes, please submit signatures of abutting property owners who would be directly affected by the road closure indicating that they have no objections-form attached).

WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EVENT? _____ YES _____ NO
IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT BUILDING DEPARTMENT at 248.871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

_____

_____

IS ANY SIGNAGE PROPOSED? _____ YES _____ NO IF YES, NOTE SIZE AND LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION.

IS THE EVENT FOR PROFIT? _____ NON- PROFIT _____

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK _____ YES _____ NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS? ____YES _____ NO ANY DEVIATIONS REQUESTED? _____

_____
Applicant's Signature

DATE: _____ _____
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

FOR OFFICE USE ONLY:

____**Application and fee**
____**Complete Site Plan/Map**

APPROVALS:

_____**Police**
_____**Fire**
_____**Planning/Bld/Zoning**
_____**Engineering**

IF APPLICABLE:

____**Insurance Certificate (If required by city)**
____**Clean Up Deposit (if required by city)**
____**Tent Certificate of Flame Resistance**
____**Tent Co. Information (see above)**
____**Names/Addresses of Corporation**
____**Neighborhood Signatures (block parties closing a road)**
____**Carnivals Only (State of MI Certificate)**

DEAR NEIGHBORS:

WE WOULD LIKE TO SEEK PERMISSION FROM THE CITY OF FARMINGTON HILLS TO CLOSE_____ON_____ FROM_____SUBDIVISION BLOCK PARTY. THIS **MAY** ONLY BE ALLOWED BY THE CITY IF THE ABUTTING HOMEOWNERS GRANT THEIR PERMISSION. THANK YOU FOR YOUR CONSIDERATION.

LOT#	PRINTED NAME	SIGNATURE	ADDRESS

ARTICLE IV. - CARNIVALS, AMUSEMENT RIDES AND SPECIAL EVENTS

FOOTNOTE(S):

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Editor's note—Ord. No. C-10-2005, § 1, adopted Nov. 14, 2005, amended Ch. 5, Art. IV, in its entirety to read as herein set out. Former Ch. 5, Art. IV, §§ 5-101—5-104, 5-121—5-129, pertained to similar subject matter and derived from Ord. No. C-7-89, adopted Sept. 11, 1989.

DIVISION 1. - GENERALLY

Sec. 5-101. - Statement of necessity.

The City of Farmington Hills hereby determines that, as it is necessary to protect the health and safety of persons and property within the City of Farmington Hills, carnivals, amusement rides and special events should be licensed and controlled.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-102. - Definitions.

As used in this article:

Carnival means a show, amusement, contest, exhibit, display or attraction or similar amusement which may or may not be designed for pecuniary profits, and is a temporary or traveling amusement which does not seek a permanent site or business location, and is of such a nature as to be acceptable to the general public with regard to health, safety and welfare features and conduct of the carnival participants.

Event includes a carnival, mechanical amusement ride, or special event.

Mechanical amusement ride means any device or assembly designed to carry three (3) or more persons which is propelled by motive power, to entertain or thrill the persons occupying seats thereof in a manner similar to devices commonly associated with a carnival, fair, amusement park or the like. This term shall not be deemed to include coin-operated cars, ships, mechanical horses, airplanes, spacecraft and similar devices designed, installed and used for the purpose of providing amusement for not more than two (2) small children or infants at a time by providing a rocking or vibrating ride when limited to the confines of a stationary platform or pedestal.

Not open to the public includes any special event at which only the applicant for the license, its employees, associates and members, and their immediate families are permitted to attend or participate.

Special event includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, outdoor rummage sales, block parties, fun runs, bicycle races, walk-a-thons marathons, outdoor gatherings on non single-family residential property involving the use of temporary structures, and similar type activities, that do not have or seek a permanent site or business location, and are temporary and of such a nature as to be acceptable to the general public with regard to morals, health, safety features, and the conduct of the special event participants.

(Ord. No. C-10-2005, § 1, 11-14-05; Ord. No. C-6-2007, § 2, 8-27-07)

Sec. 5-103. - Prohibited events.

After investigation by the city, no event judged to be a nuisance, safety hazard or otherwise not conforming to public welfare or morals shall be permitted and no license shall be issued to such event, nor permits granted for operation in Farmington Hills. Prohibited events include, but are not limited to: live ammunition shooting contests, freak shows (where natural or artificial curiosities are exhibited) and endurance contests, where the duration and physical requirements of the contest are such that the city would deem such an activity unsafe and unreasonable.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-104. - Operation; public conduct.

The operation of any carnival, amusement ride or special event must be orderly and in keeping with the nature of the event. The event, and all persons attending the event, must comply with all applicable laws and ordinances at all times. Persons attending such event shall not create a disturbance in the audience. The licensee shall not operate the event in such a way as to permit or encourage the creation of disturbances or breaches of the peace.

(Ord. No. C-10-2005, § 1, 11-14-05)

Secs. 5-105—5-120. - Reserved.

DIVISION 2. - LICENSE

Sec. 5-121. - Required.

No person shall conduct or operate a carnival, amusement ride or special event without having first procured a license for the event.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-122. - Application; fee.

(a) Applications for such licenses shall be made to the city clerk, and shall include all of the following information:

(1) The name and address of the applicant;

(2) All of the partners, if the applicant is a partnership;

(3) All of the officers and directors, if the applicant is a corporation;

(4) The present resident addresses of all such persons;

(5) The address or parcel identification number(s) at which the event is to be conducted;

(6) The exact nature of the event and whether the event is not open to the public;

(7) The date(s) of the event and the hours during which the event will take place on each day;

(8) The maximum number of persons that the applicant will permit to attend or participate in the event per day;

(9) Information as to whether the applicant, or any of its officers, directors or partners if it is a company, has ever been convicted of a felony;

(10) Information as to whether the applicant owns or occupies the property at which the event is to be held, and, if the applicant does not own the property, the applicant shall also furnish written consent from the owner of the property;

(11) Plans showing the layout of the event area, which plans shall identify all existing structures and improvements on the property where the event is to occur, and shall identify the location and describe all event-related temporary structures, tents, stands, ingress and egress, parking, signs, lighting, electrical equipment, sound equipment, mechanical equipment, portable toilets, and any other information related to the event that may be requested by the city in order to make an informed decision regarding the issuance of a license for the event; and

(12) Such other information as may be required by applications on forms as designated by the city, which shall be completed prior to such application being considered.

(b) A nonrefundable license fee shall be paid at the time the application is approved. The amount of the fee shall be determined by the city.

(c) The completed application shall be submitted at least twenty-one (21) days in advance of the event. The city may, but is in no way obligated to, consider an application submitted late, if the city manager determines in his or her discretion that exceptional circumstances exist and there is sufficient time for reviews, inspection and decisions to be made under this Code.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-123. - Mechanical amusement rides.

No person shall engage in the business of operating any mechanical amusement ride without first obtaining a license therefor. No such license shall be granted until the divisions of zoning and building inspection inspects each such ride and verifies that each ride has been issued all State of Michigan certifications and approvals required by law. No such license for the operation of a mechanical amusement ride shall be issued except upon certification of the chief of police.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-124. - Investigation; recommendation to council.

The city clerk shall refer such applications to the city manager, who shall instruct the various city departments to make an investigation of and report with recommendations concerning all phases of the proposed event. After these investigations are concluded, if the application is for an event requiring city council approval, the city manager shall make a report and recommendation to the city council.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-125. - Zoning compliance or zoning board of appeals approval required.

No license shall be issued for the operation of any carnival, mechanical amusement ride or special event at any location where such use is not permitted under Chapter 34 of this Code, unless the activity qualifies as a general exception under Article XXIV of Chapter 34 or the applicant has first obtained approval by the zoning board of appeals.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-126. - License approval; issuance.

(a) Following receipt of the departmental reports and investigations, the city manager, or his designee, may approve, approve with conditions, or deny license applications for special events that are not open to the public. Upon approval of a license application, the city manager shall provide a report to city council of the nature and date of the special event that has been approved. An applicant aggrieved by the decision of the city manager under this subsection may appeal the decision to city council by filing a written appeal with the city clerk within twenty-one (21) days of the city manager's decision.

(b) License applications for carnivals, mechanical amusement rides, and special events other than those qualifying for approval under (a), above, shall, following receipt of all reports, investigations and recommendations of the city manager, be placed on the agenda for the next regular city council meeting for its consideration, after which city council may approve, approve with conditions, or deny the license.

(c) If an application for a license is approved under (a) or (b), above, the city clerk will issue the appropriate license with a statement of any applicable conditions upon completion of all requirements under this article and payment of the required license fee. The amount of such fee shall be established by resolution of the city council.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-127. - Duration of license.

Such license shall be issued for a period to be established by the city. Licenses issued hereunder are not renewable.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-128. - Bond required.

It shall be a condition precedent to the issuance of any license under this article that the applicant post with the city a valid liability insurance certificate and a cleanup bond deposit in amounts to be determined by a resolution of the city council. The condition of such deposit shall be that the licensee shall obey all of the laws of the State of Michigan and the ordinances of the City of Farmington Hills in connection with the operation of the event, shall cease operation on or before the expiration of the license, and shall remove all equipment, paraphernalia and other personal property belonging to the event from the premises immediately thereafter.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-129. - Permits.

In addition to the requirement for obtaining a license for the event, other required permits for events shall include, but not be limited to, the following areas:

(1) Health facilities. A permit from the Oakland County Health Department shall be obtained for all sanitary, water and food service facilities. However, no permit shall be required where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.

(2) Electricity. A permit from the city is required for all temporary generator or electric supply sources. All electrical work is to be done by a licensed electrical contractor.

(3) Mechanical amusement devices. Certification by the State of Michigan Department of Labor of all mechanical amusement devices and rides is required. Also, certification by the city building department as to construction and safety features of all devices is required.

(4) Fire hazards. Certification by the fire department of flame spread rates of all canvass and/or other cloth enclosures is required. Also, certification of all buildings and concession stands on the event premises is required.

(5) Inspections; certificate of use. A temporary permit fee shall be charged for the inspection of the premises by the City of Farmington Hills. In addition, a fee per each mechanical amusement ride and booth shall be charged for inspection purposes. If all inspections have been approved, the building department will issue a temporary certificate of use for the time period designated.

(Ord. No. C-10-2005, § 1, 11-14-05)

Sec. 5-130. - City sponsored events.

This article does not apply to events that are held or sponsored by the city.

(Ord. No. C-10-2005, § 1, 11-14-05)

Secs. 5-131—5-150. - Reserved.

measured from the grade at the base of the tower.

C. The replacement tower shall be subject to Section 34-4.24.8.

D. The base of the tower shall have a minimum setback of five hundred (500) feet to any lot line located in an RA, RC, MH, RP or SP-1 district and the tower is located in a B, ES, OS, IRO or LI-1 district.

13. Special events. For purposes of this chapter, special events that meet all of the following criteria are permitted in all districts and do not require temporary use permission under Section 34-7.14.6.E:

A. The special event is not open to the public, and does not involve the offering of any goods or merchandise for sale to those attending the special event;

B. The special event complies with all otherwise applicable laws and ordinance regulations of this code, including, without limitation, obtaining a license under Section 5-101 et seq. of this Code;

C. The special event is held on property that is owned or occupied by the holder of the license for the special event;

D. The special event is limited to the hours of 9:00 a.m. to 10:00 p.m.;

E. The special event does not require or involve the erection of any capital improvements of a permanent structural nature.

For purposes of this section, the terms "special event" and "not open to the public" shall have the meanings ascribed to them in Section 5-102 of this Code.

14. Accessory temporary outdoor sales events. For purposes of this chapter, temporary outdoor sales events that meet all of the following criteria are permitted on zoning lots in the B-1, B-2, B-3, B-4, and ES districts and on lots having a church or nonprofit club as the primary use:

A. The temporary outdoor sales event must be accessory to an existing principal use on the same property as the event is held, and may only be conducted by the owner or operator of such principal use;

B. The temporary outdoor sales event must comply with all otherwise applicable laws and ordinance regulations of this Code, including, without limitation, obtaining a license under chapter 22, Article V, Section 22-101 et seq. of this Code;

C. The temporary outdoor sales event must be held on property that is owned or occupied by the holder of the license for the event;

D. The temporary outdoor sales event shall not exceed more than fourteen (14) consecutive days and a total of twenty-eight (28) days during any twelve (12) month period, and the event shall begin no earlier than 9:00 a.m. and end no later than 10:00 p.m. on any day; and

E. The temporary outdoor sales event shall not require or involve the erection of any capital improvements of a permanent structural nature, and shall not require or involve any outdoor storage of items not related to the outdoor sale.

Temporary outdoor sales events that are permitted pursuant to this section do not require temporary use permission under Section 34-7.14.6.E. For purposes of this section, the term "temporary outdoor sales event" shall have the meaning ascribed to it in Section 22-102 of this Code.

15. Accessory temporary trailers. For purposes of this chapter, temporary sales trailers and temporary medical use trailers may be permitted within an approved development in any district, subject to the following minimum regulations and requirements:

A. The trailer shall comply with all otherwise applicable laws, codes and ordinance regulations of this Code, including, without limitation, all applicable non-use zoning requirements in this chapter and the noise, lighting, vibration, odor, and other performance standards set forth in chapter 17, article VII of this Code;

B. The trailer shall be skirted, if it is located on the premises for a period exceeding two (2) months;

C. A temporary sales trailer shall be used solely for purposes of marketing and/or sales directly related to the development of the property on which it is located, and the trailer shall be permitted for a period not to exceed the shorter of the following: Twelve (12) months from the date of approval, or the issuance of a certificate of occupancy for a model home or building in the development to be used for sales or marketing purposes;

ARTICLE V. - TEMPORARY OUTDOOR SALES

DIVISION 1. - GENERALLY

Sec. 22-101. - Statement of necessity.

The City of Farmington Hills hereby determines that, as it is necessary to protect the health and safety of persons and property within the city, temporary outdoor sales events should be licensed and controlled.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-102. - Definitions.

As used in this article:

Temporary outdoor sales event or event includes, but is not limited to, whether for profit or not, outdoor sales, sidewalk sales, outdoor grand openings, and similar type activities, that are in connection with and on the same property as a permanent retail business or other permanent principal use, and are temporary and of such a nature as to be acceptable to the general public with regard to morals, health, safety features, and the conduct of the event participants.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-103. - Prohibited events.

After investigation by the city, no event judged to be a nuisance, safety hazard or otherwise not conforming to public welfare or morals shall be permitted and no license shall be issued to such event, nor permits granted for operation in the city.

(Ord. No. C-6-2007, § 1, 8-27-07; Ord. No. C-10-2012, § 3, 7-23-12)

Sec. 22-104. - Operation; public conduct.

The operation of any temporary outdoor sales event must be orderly and in keeping with the nature of the event, and any approval of the event. The event, and all persons attending the event, must comply with all applicable laws and ordinances at all times. Persons attending such event shall not create a disturbance, and the licensee shall not operate the event in such a way as to permit or encourage the creation of disturbances or breaches of the peace.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-105. - Exception.

This article shall not apply to Halloween pumpkin or Christmas tree sales regulated and licensed under article III of this chapter.

(Ord. No. C-6-2007, § 1, 8-27-07)

Secs. 22-106—22-110. - Reserved.

DIVISION 2. - LICENSE

Sec. 22-111. - Required.

No person shall conduct or operate a temporary outdoor sales event without having first procured a license for the event.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-112. - Application; fee.

(a) Applications for such licenses shall be made to the city clerk, and shall include all of the following information:

(1) The name and address of the applicant;

(2) All of the partners, if the applicant is a partnership;

(3) All of the officers and directors, if the applicant is a corporation;

(4) The present resident addresses of all such persons;

(5) The address or parcel identification number(s) at which the event is to be conducted;

(6) The exact nature of the event;

(7) The date(s) of the event and the hours during which the event will take place on each day;

(8) Information as to whether the applicant, or any of its officers, directors or partners if it is a company, has ever been convicted of a felony;

(9) Information as to whether the applicant owns or occupies the property at which the event is to be held, and, if the applicant does not own the property, the applicant shall also furnish written consent from the owner of the property and shall provide proof that written notice has been given within seven (7) days of the date of submission of the application to the city to all other tenants, if any, on the property of the proposed event and applicant's intent to submit its application for a license to the city;

(10) Plans showing the layout of the event area, which plans shall identify all existing structures and improvements on the property where the event is to occur, and shall identify the location and describe all event-related temporary structures, tents, stands, ingress and egress, parking, traffic circulation, signs, lighting, electrical equipment, sound equipment, mechanical equipment, portable toilets, and any other information related to the event that may be requested by the city in order to make an informed decision regarding the issuance of a license for the event; and

(11) Such other information as may be required on forms as designated by the city, which shall be completed prior to such application being considered.

(b) A nonrefundable license fee shall be paid at the time the application is approved. The amount of the fee shall be determined by the city council.

(c) The completed application shall be submitted at least forty-five (45) days in advance of the event. The city may, but is in no way obligated to, consider an application submitted late, if the city manager determines in his or her discretion that exceptional circumstances exist and there is sufficient time for reviews, inspection and decisions to be made under this Code.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-113. - Investigation.

The city clerk shall refer such applications to the city manager, who shall instruct the various city departments to make an investigation of and report with recommendations concerning all aspects of the proposed event.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-114. - Zoning compliance.

No license shall be issued for the operation of any temporary outdoor sales event at any location where such use is not permitted under chapter 34 of this Code, unless the activity qualifies as a general exception under article XXIV of chapter 34 or the applicant has first obtained approval by the zoning board of appeals.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-115. - License approval; issuance.

(a) Following receipt of the departmental reports and investigations, the city manager, or his or her designee, may approve, approve with conditions, or deny license applications for temporary outdoor sales events. An applicant aggrieved by the decision of the city manager under this subsection shall have the right to file an appeal of the decision to the zoning board of appeals within twenty-one (21) days of the city manager's decision in the manner provided under chapter 34 of this Code.

(b) If an application for a license is approved, the city clerk will issue the appropriate license with a statement of any applicable conditions upon completion of all requirements under this article and payment of the required license fee. The amount of such fee shall be established by resolution of the city council.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-116. - Duration of license.

Such license shall be issued for a period to be established by the city. Licenses issued hereunder are not renewable.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-117. - Bond required.

It shall be a condition precedent to the issuance of any license under this article that the applicant post with the city a valid liability insurance certificate and a clean-up bond deposit in amounts to be determined by a resolution of the city council. The condition of such deposit shall be that the licensee shall obey all of the laws of the State of Michigan and the ordinances of the City of Farmington Hills in connection with the event, shall cease all event activities on or before the expiration of the license, and shall remove all goods, equipment, tents, paraphernalia and other personal property related to the event from the premises on or before the expiration of the license.

(Ord. No. C-6-2007, § 1, 8-27-07)

Sec. 22-118. - Permits.

In addition to the requirement for obtaining a license for the event, other required permits for events under this article shall include, but not be limited to, the following areas:

(1) Health facilities. A permit from the Oakland County Health Department, if required by law, shall be obtained for any and all sanitary, water and food service facilities.

(2) Electricity. A permit from the city is required for all temporary generator or electric supply sources. All electrical work shall be done by a licensed electrical contractor.

(3) Fire hazards. Certification by the fire department of flame spread rates of all canvass and/or other cloth enclosures is required. Also, all fire department inspections and approvals required under applicable fire codes shall be obtained.

(4) Inspections; certificate of use. Fees shall be charged and paid for all inspections of the premises by the City of Farmington Hills. If the event and all inspections have been approved, the building division will issue a temporary certificate of use for the time period designated.

(Ord. No. C-6-2007, § 1, 8-27-07)