

Birch Run Township

8425 Main Street * PO Box 152 * Birch Run, MI 48415

Phone: (989) 624-9773 * Fax: (989) 624-1177 * Email: info@birchruntwp.com

Please complete the entire application, where applicable, and attach ALL required documentation pursuant to Section 20.18 "Temporary Non-Residential Uses and Structures" of the Birch Run Township Zoning Ordinance. Failure to supply ALL required documentation will result in denial of application.

Section I: Applicant Information

Applicant Name:

Applicant Address:

Applicant Phone #: _____

Section II: Business Information

Business Name:

Business Address:

Business Phone #: _____

Section III: Permit Request

Please identify the temporary outdoor use applicable to this request:

1. _____ Tent
2. _____ Concession Stand
3. _____ Concession Cart
4. _____ Truck Load Sale
5. _____ Seasonal Use (i.e., Christmas tree/wreath sales, fruit stands, flower stands)
6. _____ Structures/Uses
7. _____ Food Truck

Section IV: Documentation Required

Please include the following as part of this application:

_____ (1); Picture, sketch or drawing of the concession stand, concession cart, food truck, truck load sale or other temporary outdoor use and a description of the product to be sold (i.e., hotdogs, pop) and hours of operation.

_____ (2); The shape, location, and dimensions of the lot, including the shape, size and locations of all buildings or other structures already on the lot, off-street parking layout and the location of any designated fire lanes.

_____ (3); The materials to be utilized in and the shape, size and locations of all buildings and structures to be erected or moved on to the lot, including all tents, tables, stands or display racks.

_____ (4); Demonstration of adequate vehicular and pedestrian ingress to and egress from the area where the proposed temporary outdoor use is planned.

_____ (5); Verification of Health Department approval for sale of food products.

_____ (6); Proof of permission from landowner, which is evidenced by a lease, "License Permit" or "Letter of Understanding and signed by all parties.

_____ (7); Proof of Business License to operate within Birch Run Township.

_____ (8); Map of proposed locations for placement of Temporary Outdoor Uses.

_____ (9); Picture, sketch, or drawing with dimensions of sign(s) proposed for Temporary Outdoor Use.

Additional information required For Food Trucks:

_____ A copy of Driver's License

_____ A copy of Vehicle Insurance

_____ A copy of Certificate of Liability Insurance

_____ A copy of License from the Saginaw County Health Department

_____ Signed approval from the Birch Run Township Fire Department

Section V: Length of Time for Temporary Outdoor Use Permit

Please indicate the amount of time for which you are requesting the Temporary Outdoor Use Permit. Please provide specific dates.

From (Date): _____ to (Date): _____

Total # of Days: _____

Section VI: Zoning District Classification

What is the Zoning District classification of the area you are proposing to locate the Temporary Outdoor Use in? _____

Section VII: Acknowledgement

I, the undersigned, do hereby acknowledge and verify the aforementioned information as true to the best of my knowledge. Also, I understand that Birch Run Township may either deny my request for lack of information or that the parcel is currently in violation of any ordinances, law, rule or regulation of Birch Run Township. Furthermore, I understand that this permit may be revoked should the property owner or I fail to comply with Ordinance #2004-02, or any other Birch Run Township Ordinance, law, rules, or regulations. Should a Temporary Outdoor Use Permit be denied or revoked, I understand I have the right to appeal any decision to the Birch Run Township Board.

Applicant Signature

Printed Name: _____ Date: _____

******* FOR OFFICE USE ONLY *******

Permit Fees:

_____ \$150

Additional fee for Food Truck inspection:

_____ \$35/ for the year per truck (no hood system)

_____ \$70/for the year per truck (with hood system)

TEMPORARY OUTDOOR USE PERMIT APPLICATION

***Additional charges may apply for events that require electrical, environmental, and safety inspections.

Amount Paid: \$ _____ Cash Check # _____ Card
Date: _____

Is property currently in violation of any Birch Run Zoning Ordinance or any other Township Ordinance, laws, rules, or regulations? _____.

Does the applicant have a current business license? _____.

This application _____ Approved
_____ Denied -----> Reason(s) for denial:

Zoning Administrator Signature

Date

Fees approved February 12th, 2024 by Birch Run Township Board