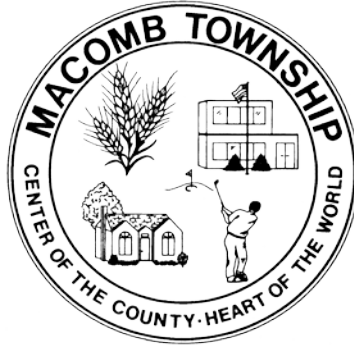


MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 Ext. 2276

www.macomb-mi.gov



APPLICATION PACKET

FOR

SPECIAL EVENTS

PLEASE TAKE NOTE OF THE FOLLOWING:

All applications must contain every page from this application packet, including the checklist and any unused pages. Incomplete applications will not be received by the Planning Department.

Please use only the forms provided with this application.
No other forms, however similar, will be accepted.

SPECIAL EVENT APPLICATION

CHECKLIST OF REQUIRED DOCUMENTS

Please make a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Macomb Township Planning Department.

- Please enclose a copy of the most recent Certificate of Zoning Compliance with this application.

- One (1) completed Special Event Application form, found on page 4 and the Documentation Supporting Request form on page 5. If you need more space for your event description, please attach as many additional pages as you need to describe your event.

- Payment of \$500.00 bond. Please make your check payable to '**Macomb Twp. Treasurer**' (Funds are refundable, see Step 6 on page 3).

- Ten (10) copies of a dimensioned and reasonably scaled drawing showing all structures and activities. This drawing does **not** have to be certified by an engineer or architect.

- A copy of the site and event insurance policy which names Macomb Township as an additional insured party.

- I verify that I have read and understand the application process on page 3.

SPECIAL EVENT APPLICATION

REVIEW PROCESS

- Step 1:** Applicant submits completed application (see checklist) with all required documentation and the \$500.00 bond to the Township Planning Department.
- Step 2:** The Planning Department forwards the applications to all applicable departments for review. Written reviews must be returned within 5 days of distribution.
- Step 3:** After reviews are received, the entire application packet and reviews are forwarded to the Supervisor for his/her approval or rejection.
- Step 4:** After the Supervisor responds, the Planning Department communicates the results of the review to the applicant, indicating deficiencies, if any, and whether revised plans are required. Once ordinance-compliant plans are received, the Planning Director will approve the plans.
- Step 5:** After approval from the Planning Director, the Planning Department shall communicate the approval to the applicant.
- Step 6:** Upon completion of the special event, the applicant must call for a final inspection from the Building Department.
- Step 7:** Upon a finding by the Building Department that the site was cleaned and restored according to the approved plans, the Building Department will give the project final approval.
- Step 8:** The applicant shall then contact the Building Department to request that the bond be released. The Finance Department is notified by the Building Department and a check is written and sent to the party that posted the bond.

Application for Special Event Approval

Please complete all of the information requested below. An incomplete application will only delay the approval process. **Feel free to use additional sheets of paper as necessary.**

Date of Application:	Proposed Start Date of Special Event:	Proposed End Date of Special Event:
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Special Event Contact Person

Name	
Address	
City, State & Zip Code	
Day Time Phone Number	
Business or Location Name	

Description of Event *(Include a description of all activities and any sound making devices, instruments or equipment)*

Signs *Please list all signs, banners, flags and other attention getting devices that will be displayed for this special event and include their dimensions.*

How many Special Event Permits have you already been issued in this calendar year by Macomb Township?
 One Two Three Four

Office use only – Do not write below this line.

Department	Recommendation	
Building Department	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Engineering Department	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Fire Department	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Planning Department	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial

Bond

Amount:	\$500.00	Posted on:
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Disposition

Approved Denied Date:

Patrick S. Meagher
 Planning Director

Scale Drawing:



Please show your proposed site with all dimensions clearly marked. **You may use a copy of an approved site plan, if you have one.** Include as much detail as you can to avoid delays in the approval process. The more you show, the fewer questions will be asked. Please call the Planning Department at 586-992-0710, ext. 2276, if you have any questions.

