

South Haven Charter Township Temporary-Use Event - Zoning Application & Permit

18.28 Temporary-Use Events

1. Required Information:

Job address: _____

Property Tax No: 80-17-_____

Owner Name: _____

Owner mailing address: _____

Owner phone: _____ Email: _____

Applicant (if different than owner) name: _____

Applicant address: _____

Applicant phone: _____ Email: _____

2. Describe proposed Temp-Event: _____

3. Site Plan: refer to 18.28B for site plan and additional information requirements.

4. Authorization: if applicant is not the property owner, a signed authorization letter stating the owner is authorizing use of the property for the event is required.

Owner/Applicant Signature _____ Date _____

Date _____

- ▶ Fee: \$50.00, payable to South Haven Township
- ▶ Submit this completed form, site plan (and other information required), and authorization (if necessary):

Michigan Township Services-Allegan, Inc.

111 Grand St, Allegan MI 49010

1-800-626-5964 email mtsallegran@frontier.com

OFFICE USE ONLY

Zoning District: _____ Zoning Permit Approval

Fee paid _____

Zoning Administrator Approval Signature

Approval Date

Approval Date

Approval Condition(s): _____

Zoning Administrator Denial Signature _____ Denial Date _____

Denial Date

Application denied: reason(s) _____

SECTION 18.28 TEMPORARY-USE EVENTS (amended 10-2023)

A. Temporary-Use Events are subject to the following:

1. Temporary -Use Events are permitted with or without a tent structure and may be indoor or outdoor.
2. Types of Temporary-Use Events permitted are including but not limited to: food trucks, craft/antique show, car shows, benefit meals, big sale event.
3. Temporary-Use Event are permitted in Commercial Districts only – CSC, NSC, HSC
4. A Zoning Permit shall be obtained from the Zoning Administrator.
5. Temporary-Use Events shall not exceed 3 consecutive days, an exception for special events that may need more than 3 consecutive days require Planning Commission approval. No more than 6 events in a calendar year per property/parcel.
6. Fireworks sales may exceed 3 consecutive days without planning commission approval but still subject to permit and site plan requirements in this section.
7. Seasonal events/sales including but not limited to: Christmas tree sales, flower sales, pumpkin/similar sales, garden vegetables sales are permitted in all districts and do not require a zoning permit. No sales shall be placed to cause sight obstruction for traffic.

B. The applicant shall provide a site plan sketch and narrative to demonstrate that the proposed temporary use event meets all of the following requirements:

1. The applicant may utilize air photo maps such as are available through the Van Buren County website www.vbco.org. The information shall include:
 - a. All lot lines with approximate dimensions
 - b. Parking areas including driveway(s) with approximate dimensions
 - c. Existing buildings and proposed temporary structures, if applicable, with approximate dimensions
 - d. Locations for lighting and size and location for all signs.
 - e. Signed agreement for cleanup.
 - f. Health department permit, if applicable
2. The nature and intensity of the temporary use event and the size and placement of any temporary structure shall be planned so that the temporary event or structure will not create a nuisance to neighboring properties.
3. The location of the temporary event or structure shall be such that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the temporary event or structure.
4. Off-street parking areas are of adequate size and properly located for the particular temporary event or structure and the entrance and exit drives are laid out so as to prevent traffic hazards and nuisances.
5. Only easily removeable signs are allowed. No sign shall be placed to cause sight obstruction for traffic.
6. Any lighting shall be directed and controlled so as not to create a nuisance to neighboring property.
7. Clean up agreement shall state the site will be cleaned up and all waste removed after the event.
8. For temporary events involving the preparation of food, the applicant shall present a valid Van Buren County Health permit for the specific use, valid for the time period applied for.

C. Any application for a Temporary-Use event that the Zoning Administrator qualifies is of such a nature to exceed the requirements in this Section will be directed to the Planning Commission for review and approval.