



City of Roseville
29777 Gratiot
Roseville, MI 48066

TEMPORARY OPEN AIR SALE/SPECIAL EVENTS APPLICATION

[MUST BE SUBMITTED TEN DAYS PRIOR TO DATE OF EVENT. PERMIT FEE IS \$100.00]

(PLEASE PRINT)

BUSINESS NAME _____

BUSINESS ADDRESS _____

APPLICANT NAME _____

APPLICANT CONTACT NUMBER(S) _____

DATE OF BIRTH: _____ DRIVERS LICENSE NO. _____

PROPERTY OWNER NAME _____

PROPERTY OWNER ADDRESS _____

EVENT START DATE: _____ END DATE: _____

HOURS OF OPERATION FOR EVENT: _____

APPLICATION MUST BE ACCOMPANIED BY A PLOT PLAN, DRAWN TO SCALE, SHOWING THE FOLLOWING:

1. The shape, location and dimensions of the lot, including the shape, size and location of all buildings or other structures already on the lot, off-street parking layout and the location of any designated fire lanes.
2. The materials to be utilized in and the shape, size and location of all buildings and structures to be erected or moved onto the lot. Including all tents, tables, stands, display racks, banners, or balloons. NOTE: The Fire Marshall requires certification of Fire Retardant for any tent to be utilized during the event.
3. The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking spaces, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.

TIME LIMITATIONS FOR EVENTS:

1. A temporary special use permit shall be issued for a period not to exceed five (5) days.
2. No more than three (3) temporary special use permits shall be issued for a given location within a calendar year.
3. Temporary special use permits shall not be issued for any given location for consecutive time periods.

ALL TEMPORARY OPEN-AIR SALES / SPECIAL EVENTS ARE SUBJECT TO REGULATIONS SPECIFIED IN THE CODE OF THE CITY OF ROSEVILLE, CHAPTER 248.