

TEMPORARY USE/EVENTS



40555 Utica Road, P.O. Box 8009
 Sterling Heights, Michigan 48311-8009
 Email Address: shplanning@sterling-heights.net
 Phone (586) 446-2360

Job Location Street Address		Date of Application	
EMAIL ADDRESS REQUIRED		**All correspondence will be emailed**	
Applicant Name		Telephone Number	
Applicant Address	City	State	Zip Code
Property Owner (Co-Applicant) Name		Telephone Number	
Address	City	State	Zip Code
Business Name	Business Address		
Purpose of Request (be specific)			

Dates (To/From)	Hours	a.m. to	p.m.
List previously approved, and duration of, all Temporary Uses (since January of current year)			

Temporary Use/Events	\$285	Please submit the following as an attachment 1. Proof of insurance with City of Sterling Heights listed as certificate holder. 2. Required Licenses 3. Signs 4. Copy of Drivers License 5. Layout of tent (if applicable) Accurate plot plan must be submitted with this application. The plot plan must include; 1. North arrow 2. Street(s), locations and name(s). 3. All existing and proposed structures. 4. Lot dimensions and dimensions of all existing and proposed structures. 5. All driveways - existing and proposed. 6. Off-street parking and surface type(i.e., asphalt, gravel, etc.). 7. Drawing must be to scale.
Height		
Width		
Square Feet		
<i>Do not locate sign between street & sidewalk.</i>		
<i>Sign max 32 square feet.</i>		
<i>TEMP SIGN PERMIT</i>		
<i>VALID FOR 30 DAYS</i>		
Is this a New Sign? OR		
Is this a Renewal Sign?		
Total Fee	\$285	

***** SUBMIT APPLICATION WITH COMPLETE PLANS FOR REVIEW *****

FOR ALL SIGNS: Include images, dimensions and setbacks (12' from property line) of all existing & proposed signs, method of attachment & any technical specifications. **NO signs in easements.**

Documentation must be included that verifies ownership or interest in the property (i.e., WarrantyDeed, Land Contract, Lease Option, etc.)

IMPORTANT - READ BEFORE SIGNING

Any false or incomplete information in this application may result in the denial of the requested temporary use.

The signature of legal owner represents owner's approval of the temporary use on the above described parcel. If signing for a partnership, assumed name of the business or corporation, I certify I am authorized to act on its behalf.

Property owner and applicant shall be jointly responsible for compliance with all conditions of approval.

Signature of Applicant

Print name/Title

Signature of Property Owner (Co-Applicant)

Print name/Title