

# TEMPORARY USE/EVENTS



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

Job Location Street Address		Date of Application	
<b>*EMAIL ADDRESS REQUIRED*</b>		<b>**All correspondence will be emailed**</b>	
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		
<b>Purpose of Request (be specific)</b>			

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

Temporary Use/Events	\$290	<b>Please submit the following as an attachment</b>  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) <b>Accurate plot plan must be submitted with this application. The plot plan must include;</b> 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 &amp; 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	\$290	

\*\*\*\*\* 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.*

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Signature of Applicant

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Print name/Title

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Signature of Property Owner (Co-Applicant)

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Print name/Title