

**EXECUTIVE ORDER  
TEMPORARY OUTDOOR USE AREAS  
SELF EVALUATION FORM**

Checklist	
<input type="checkbox"/>	Your business currently possesses a valid Certificate of Occupancy at your requested location.
<input type="checkbox"/>	You have scheduled and received all appropriate inspections (Building, Electrical, Fire and Planning) for your proposed outdoor use.
<input type="checkbox"/>	The City has issued a temporary certificate of occupancy.
<input type="checkbox"/>	Your proposed outdoor use area is an extension of your approved permanent business (approved Certificate of Occupancy for that location).
<input type="checkbox"/>	You have obtained permission in writing from the property owner (if not yourself).
<input type="checkbox"/>	You have provided a description of the proposed use/activity, including hours of operation, types of activities or sales, any activities that may cause noise or nuisance, etc.
<input type="checkbox"/>	<b>You have provided the City a sketch plan and pictures of the temporary outdoor use, including layout of tables, chairs, service and sales areas, etc. to be utilized, plans for power sources and outlets, any heating sources, and have provided all necessary critical dimensions of the impacted area. You must also include the remaining parking areas for the site and/or shopping center showing adequate remaining parking.</b>
<input type="checkbox"/>	Your temporary outdoor use area is designed and laid out to comply with all applicable social distancing guidelines as defined by the Governor’s Executive Orders and/or CDC Guidelines.
<input type="checkbox"/>	Your temporary outdoor use area has appropriate signage/guidance encouraging social distance guidelines, hand sanitizing stations, physical barriers (as appropriate), etc.
<input type="checkbox"/>	Your temporary outdoor use area is separated from abutting parking areas and driveways by means of appropriately sized landscaping, planter boxes, and/or fences/railings to ensure patron safety.
<input type="checkbox"/>	Your modifications to sales/service area for alcohol/liquor sales comply with liquor control commission rules and regulations (if applicable).
<input type="checkbox"/>	You have contacted the City of Sterling Heights <a href="#">Office of Planning</a> to determine if your particular use or property has any specific requirements or restrictions on use, hours of operation, etc., and to ensure your outdoor use will be compliant with them.
<input type="checkbox"/>	Appropriate State of Michigan Barrier Free and Federal Requirements have been maintained or have otherwise been provided for (at the permanent indoor location as well as the proposed outdoor use).
<input type="checkbox"/>	Access from the temporary outdoor use area must be maintained to the primary business location to ensure access to restroom facilities for customers and employees.
<input type="checkbox"/>	You have directed your outdoor amplified music/sound system and any lighting away from residential properties and neighboring businesses.
<input type="checkbox"/>	Your use ceases operation no later than 10:00 p.m. (if your use will cease operation later than 10:00 p.m. please contact the <a href="#">Office of Planning</a> for a temporary use permit).
<input type="checkbox"/>	Your proposed temporary outdoor use area will be conducted within fifty (50) feet of the front of your tenant space. The temporary outdoor use cannot be operated in the back of the building.
<input type="checkbox"/>	Your temporary outdoor use does not block or otherwise impede or impair emergency access or any dedicated fire lanes, and is not located in any “no parking” or “loading” zones.
<input type="checkbox"/>	Your temporary outdoor use will not create a shortage of parking.
<input type="checkbox"/>	You have coordinated your temporary outdoor use with any neighboring tenants who also wish to utilize the outdoor service options provided by the City’s Executive Order.

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TEMPORARY OUTDOOR USE  
CONDITIONS**

Conditions	
1	Must comply with the provisions of all applicable State of Michigan Executive Orders, including, but not limited to, any social distancing, party size, and occupancy requirements as set forth therein.
2	Must comply with all applicable requirements of the Michigan Building and Fire Codes.
3	Must comply with all State and County Department of Health regulations.
4	Upon repeal of the Emergency Executive Order or the end date for all permits defined herein whichever comes first, the site shall be returned to its original condition or better.
5	All temporary signage shall comply with EEO 2020-13.
6	All temporary outdoor uses must be maintained in a clean and orderly manner including being free of potholes, trip hazards, impediments, etc.
7	All temporary outdoor uses shall be secured (or moved indoors) at the end of each day.
8	All temporary outdoor uses shall have trash receptacles in multiple convenient locations to prevent litter, all trash receptacles shall be emptied daily, and general trash from the outdoor use shall be removed daily (or more frequently as necessary).
9	Outdoor smoking shall be prohibited, and signage must be conspicuously posted to advise patrons.
10	If the temporary outdoor use is to be located within the parking lot and/or dedicated parking spaces, <b>the percentage of the overall parking lot/spaces being occupied shall not be greater than the overall percentage</b> of area the use occupies within the building/shopping center.
11	Any violations of any terms or conditions imposed with the permit shall be grounds for immediate revocation of the outdoor use permit (or suspension until the violation is remedied).
12	The use shall meet all requirements of Section 28.14 of the Zoning Ordinance unless specifically modified by this Order and its requirements.
13	Any temporary use authorized under this Order shall not be valid beyond September 30, 2020, but the Office of Planning may grant 30-day extensions upon request, ending no later than December 31, 2020.
14	For shopping centers, an overall plan submitted by the shopping center owner or management company for the entire center is encouraged, in order to ensure a comprehensive, cohesive plan for the entire center.
15	If the temporary outdoor use is to be located within the parking lot area, appropriate cross walks and signage shall be provided for all patrons and employees providing defined access from the outdoor use to the primary business location.
16	All contact areas shall be sanitized on an ongoing regular basis, including tables, chairs, checkout areas, door handles, gates, etc.
17	All exits and lighting must comply with IFC 2015, including egress pathways, exit and emergency lighting, etc. if tents are going to be used after sundown.
18	A certificate of Insurance with the City named as an "additional insured" for an amount defined by the City shall be provided and the policy cannot be cancelled or materially changed without 30 days written notice.
19	All of the requirements in the Self Evaluation Form must be maintained.

**EXECUTIVE ORDER  
TEMPORARY OUTDOOR USE  
REVIEW CRITERIA**

Review Criteria	
	Whether the proposed outdoor <b>area and its configuration</b> would result in impeding pedestrian and/or <b>vehicular traffic/access</b> in a substantial manner that otherwise would not have existed without the <b>proposed outdoor area</b> . Emergency access shall be maintained at all times.
	Whether the proposed location and configuration of the proposed outdoor <b>area is</b> likely to create any unreasonable interference with surrounding properties and any adjoining or nearby business, or residences, including potential noise, litter, or obstruction of pedestrian or vehicular traffic.
	Whether the size and configuration of <b>the proposed outdoor area</b> allows enough parking spaces to <b>be maintained for the proposed use and/or overall site</b> .
	Whether there is a history of State, County, or <b>City violations</b> or any such violations remain outstanding and unresolved involving the subject premises.
	Whether the application or the business' representatives have provided accurate and complete information.

By signing this document, I certify that the information I have submitted is true and complete, and that any violations of any terms or conditions of the temporary Inside/Out Permit may result in immediate revocation of the permit (or suspension until the violation is remedied).

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Applicant Signature

Date

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Print Name