

**TEMPORARY BUILDING, STRUCTURE, USE AND
OUTDOOR SPECIAL EVENT APPLICATION**

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER
TROY, MICHIGAN 48084
248-524-3364



E MAIL APPLICATION AND
SUPPORTING DOCUMENTS TO

evanspm@troymi.gov

Paper copies are not necessary

COMPLETE APPLICATIONS MUST BE FILED AT LEAST **14 DAYS** BEFORE THE EVENT.

APPLICATIONS SHALL CONFORM TO THE REQUIREMENTS CONTAINED IN SECTION 7.13 OF
THE [TROY ZONING ORDINANCE](#).

APPLICANTS SHALL MEET ALL CITY, COUNTY, STATE, OR FEDERAL LAWS OR STANDARDS
REQUIRED FOR THAT SPECIFIC BUILDING, STRUCTURE, USE OR OUTDOOR SPECIAL
EVENT.

EVENT LOCATION ADDRESS: _____

EVENT DATES/TIMES INCLUDING SET UP AND TAKE DOWN: _____

APPLICANT INFORMATION

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

PROPERTY OWNER INFORMATION

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

APPLICANT'S RELATIONSHIP TO PROPERTY OWNER: _____

APPLICANT SIGNATURE _____ DATE _____

PROPERTY OWNER SIGNATURE _____ DATE _____

REQUIRED INFORMATION

- A COMPLETED APPLICATION FORM.
- A COMPLETE WRITTEN DESCRIPTION OF THE PROPOSED TEMPORARY BUILDING, STRUCTURE, USE, OR OUTDOOR SPECIAL EVENT
- A DESCRIPTION OF ALL ACTIVITIES.
- A STATEMENT DESCRIBING TRAFFIC CONTROL AND PARKING PLAN, *if applicable*.
- A STATEMENT DESCRIBING LITTER CONTROL PLAN, *if applicable*.
- A STATEMENT DESCRIBING HOW RESTROOM NEEDS WILL BE HANDLED, *if applicable*.
- A DETAILED SITE PLAN OR AERIAL MAP SHOWING WHERE ON SITE THE TEMPORARY BUILDING, STRUCTURE, USE, OR OUTDOOR SPECIAL EVENT WILL TAKE PLACE INCLUDING:
 - LOCATION OF EXISTING BUILDING(S).
 - PARKING AREAS.
 - VEHICLE ACCESS LANES.
 - TENTS.
 - TABLES, RIDES, STRUCTURES, AND OTHER OUTDOOR APPURTENANCES.
 - OUTDOOR ACTIVITIES.
 - SIGNS.
- ANY ADDITIONAL REQUIREMENTS AS DETERMINED BY THE ZONING ADMINISTRATOR OR OTHER CITY DEPARTMENT TO DETERMINE IF THE REQUIREMENTS OF SECTION 7.13 OF THE ZONING ORDINANCE ARE MET.