



**TEMPORARY LAND USE &
TEMPORARY STRUCTURES
APPLICATION**

**Planning Commission
City of Zeeland**

Community Development Department
21 SELM ST- ZEELAND, MI 49464
Phone 616-772-0872 - Fax 616-772-0880
buildinginspector@cityofzeeland.com
www.cityofzeeland.com

Received by _____ Date _____ \$350 Fee _____ Check No _____

Please submit this application with site plan (if applicable) at least 30 days prior to the requested Planning Commission meeting (usually the 1st Thursday of the month). The applicant or a representative is required to present the application at the Planning Commission meeting.

I PROPERTY INFORMATION

Property address	Property Tax # 70-
Proposed temporary use of property (Portable booth(s), festival tent(s), craft & produce vendor tent(s), circus tents, etc.)	
Start Date	End date
Hours of operation:	

II CONTACT INFORMATION

Property owner (if other than applicant)	Contact
Phone	Email

Applicant	Company		
Address	City	State	Zip
Phone	Email		

III SIGNATURES

The undersigned hereby certifies that the information given in the application and supplementary materials is true and correct to the best of their knowledge. It is also understood that any information requested, and not included with the application, as well as major revisions and/or additional reviews could delay placement on the agenda or action by the Planning Commission.	
SIGNATURE OF APPLICANT _____ Date: _____	
Signature of property owner (if other than applicant)	
SIGNATURE OF OWNER: _____ Date: _____	

Please draw and submit a detailed site plan (if applicable) on the 2nd page of this application or attach a separate site plan.

Please draw your site in the space below and include:

- Property lines
- All existing structures on the property including streets and sidewalks
- Proposed location of temporary structures including portable toilets and garbage containers

A blank grid map with a north arrow and the letter 'N' in the top-left corner. The grid is 20 units wide and 20 units high. The north arrow is located in the top-left corner, pointing upwards. The letter 'N' is located in the top-left corner, below the north arrow.



Section 9.170 City Code Vol II – Temporary Land Uses and Temporary Structures

- a) *Subject to the terms of this ordinance, a temporary land use and/or a temporary structure may be approved by the Zoning Administrator for a period of up to ten (10) days. No public hearing shall be required for a 10 day permit.*
- b) *Subject to the terms of this ordinance, a temporary land use and/or a temporary structure may be approved by the Site Plan Review Committee for a period of up to 90 days. A public hearing shall be required for a permit whose duration is requested for a period of between 11 and 90 days.*
- c) *Subject to the terms of this ordinance, a temporary land use and/or a temporary structure may be approved by the Planning Commission for a permit whose duration is requested for a period of greater than 90 days but for less than 12 months and 1 day.*
- d) *Temporary land uses and temporary structures may only be approved upon the filing of a proper application. The Site Plan Review Committee and the Planning Commission may approve an extension of a temporary land use and temporary structure permit for one additional time period of equal length to the period of the original permit.*
- e) *In no event shall a temporary use or temporary structure be permitted for more than 24 months from the date the original permit was granted.*
- f) *Temporary permits may be granted under the following conditions:*
 - (1) *The granting of the temporary permit shall in no way constitute a change in the basic uses permitted in the district where the temporary use is permitted.*
 - (2) *The temporary permit shall be issued in writing, stipulating all conditions as to the time, the nature of the use or structure and the arrangements for removing the use or structure at after the termination of the temporary permit.*
 - (3) *All setbacks, land coverage, off-street parking, lighting and other requirements shall be made at the discretion of the reviewing person or entity.*
 - (4) *The use and structure shall be in harmony with the general character of the district and must not be significantly detrimental to an adjacent property owner.*
 - (5) *The need for a special use permit must be necessitated by a temporary need or an emergency condition.*
 - (6) *Except as otherwise provided herein, a temporary permit shall not be granted without first giving notice to owners of adjacent parcels of a public hearing as provided for by law.*
- g) *In addition to the above, temporary structures, portable booths, festival tents, craft and produce vendor tents, food tents, and circus tents may be located in parks, parking lots, vacant lots, streets which will be temporarily closed, within the public right-of-way, and in other locations on nonresidential lots for not more than ten consecutive days. The zoning administrator has jurisdiction to establish setbacks, to establish public safety requirements, to require the placement of portable toilets and garbage*

containers, to establish hours of use, and to approve or deny site plans and to establish conditions, including but not limited to the filing of a clean-up bond and a security bond with the city, for events which utilize portable booths and tents.

- h) If a temporary permit is denied or if there is an undue hardship resulting from strict adherence to the requirements set forth in a temporary permit, and if there is not a public welfare or public safety purpose which is served by strict compliance with said conditions, an appeal may be filed with the Planning Commission for permits which were originally denied or granted by the zoning administrator or by the Site Plan Review Committee. If the temporary permit was denied or was granted by the Planning Commission an appeal may be filed with the Board of Zoning Appeals."*