



Temporary Use Permit Application Process

Explanation: The Temporary Use Permit review process is an administrative review process for outdoor sales area, parking lot sales, food stands or other service establishments for a temporary period of time. The review process will confirm that all relevant standards of Section 4.3J, *Temporary Sales and Services (Outdoor)* are complied with prior to issuance of a Temporary Use Permit.

The purpose and intent of the Temporary Use Permit is to ensure compliance with established standards in order to protect the public health, safety and welfare of the community.

1. The Temporary Use Permit application package is available from the Community Planning and Development Department. The application shall be completed in full with the appropriate fee and attachments to this office. The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday
2. The application package consists of: 1) application information; 2) application form; 3) zoning information
3. It is the applicant's responsibility to ensure that the application is complete and that approval from the property owner has been obtained prior to submitting application. An incomplete application may require additional review time.
4. As a general rule, the application must be received by the Community Planning and Development Department at least two (2) weeks prior planned event.
5. Once the review has been completed and compliance with a relevant standards is confirmed, the City Planner will issue a Temporary Use Permit for the stated time(s) of the event.

If you have any questions on completing this application, please call the Community Planning and Development Department at (269) 337-8044.



Temporary Use Permit Application

Return to the Development Center, 415 E. Stockbridge Avenue, Kalamazoo, MI 49001

A. Event Information

Brief Description of Event: _____

Event Dates (s): _____

B. Property Information

Property Address: _____

Zoning District: _____

Parcel ID # (CCN#) _____

Business Name: _____

C. Applicant Information

Name of Applicant _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Property Owner [if different than applicant] _____ Phone _____

Address _____

City _____ State _____ Zip _____

D. Attachments:

Written permission from property owner Yes___ No___

Site Sketch (to scale) Yes___ No___

Written description of temporary use Yes___ No___

Fee Yes___ No___

Note: If event involves alcohol or the control or redirection of traffic on a public street, a written description for review by the Department of Public Safety is required.

This application shall be completed in full and accompanied by all supporting data and the application fee before it will be accepted by the City of Kalamazoo.

Signature of Applicant _____

Date _____

Office Use Only:

Staff Review: Approve Deny

City Planner: Approve Deny

Date Issued: _____



Review Guidelines for Temporary Use Permit

City of Kalamazoo Zoning Ordinance, Chapter 4, Section 4.3 J; Temporary Sales and Services (Outdoor):

1. Outdoor temporary sales or service uses are permitted only in the C districts, the M districts, the P district, the IC districts, or on a property containing a permitted primary non-residential use in an R zone district.
 2. No outdoor temporary sales or service use may operate on a commercial parking lot (i.e., a parking lot on a property on which there is no other permitted primary use).
 3. Except in the CC and CCBD districts, each temporary outdoor sales or service use shall be accessory to a permitted primary use on the property. Sales of merchandise or provision of services unrelated to such permitted primary use is not permitted, except as follows.
 - a) Any permitted primary use may permit a grill or outdoor food stand to operate on the property.
 - b) Any permitted primary use may permit an outdoor temporary sales or service use operated by, or in support of, or as a fundraiser for, a nonprofit institution.
 4. No outdoor temporary sales or service use shall be located in the public right-of-way or on public property unless an encroachment permit has been obtained from the City.
 5. Outdoor temporary sales or service uses may only operate after obtaining a Temporary Use Permit pursuant to Sec. 8.3.J: *Temporary Use Permit*.
 6. Each operator of a temporary sales or service use shall obtain a license or permit from the City Clerk, as applicable.
 7. No property shall have outdoor temporary sales or services uses operating on the property for more than thirty (30) days in any calendar year.
 8. The property on which an outdoor temporary sales or service use operates shall be kept clean and sanitary condition at all times, and all litter and trash shall be removed at the end of each day.
 9. If the outdoor temporary sales or service use involves a vending cart or a motorized vehicle, such cart or vehicle shall be stored in a permanent structure whenever the use is not in operation.
 10. The location of the outdoor temporary sales or service activity shall allow customers to drive into an existing off-street parking area. No temporary outdoor sales may interrupt the flow of traffic on public streets or access ways into a shopping area.
 11. No outdoor sales or service use may operate from a tent without prior approval from the Kalamazoo Public Safety Department.
 12. The area occupied by the outdoor temporary sales and service activity, plus any required area for emergency vehicle access, shall occupy no more than twenty percent (20%) of any required off-street parking spaces or area. In no event shall any such area occupied by the outdoor temporary sales or service use be greater than seven thousand five hundred (7,500) square feet. In all cases, the applicant shall demonstrate that there will be adequate parking for the existing structures as well as the temporary outdoor sales.
 13. All trucks, carts, motorized vehicles, or tents and associated parking shall be located on asphaltic, concrete, or equivalent surface unless the applicant demonstrates no adverse effect on drainage, access, or the intent of this Ordinance, as determined by the City Planner.
 14. In the R districts, outdoor temporary sales and service uses shall not operate after 8:00 pm or before 8:00 a.m.
 15. Any applicant who possesses a valid permit in accordance with the requirements of this subsection 4.3.J, and while currently engaged in temporary sales operations, may display one (1) portable sign not to exceed eight (8) square feet in area on one surface and not to exceed six (6) feet in height at the location. Such sign shall be placed behind the applicable building setbacks or a minimum of four (4) feet from the property line, whichever is greater. An approved temporary use permit for temporary outdoor sales activity shall also serve as a sign permit for the sign permitted by this subsection.
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