



Charter Township of Orion

Planning & Zoning Department

2525 Joslyn Rd., Lake Orion MI 48360

P: (248) 391-0304 ext. 5001; Fax (248) 391-1454

Checklist for Outdoor Display & Sales Application

Applications should be submitted 30 days prior to the first day of display.

The following must accompany your completed application; incomplete submittals will not be accepted.

- Complete application including original ink signatures of property owner and the applicant.
- Application fee of \$150.00, cash or check payable to Orion Township
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed.
- Three copies of a sketch plan and floor plan drawn to scale in accordance with Zoning Ordinance No. 78, 30.11, F, showing:
 - The road right-of-way
 - Setback from the road right-of-way
 - Measurement from display to the nearest building or structure
 - Measurement from display to the nearest parking lot
 - Measurement from display to all entrances and exits
 - Measurement between displays
 - Placement of fire extinguishers
 - Pedestrian traffic flow
 - Parking areas
 - Vehicular traffic flow
 - Placement of materials:
 - Shall be displayed no closer than ten feet from building entrance doors.
 - Flammable products shall be located far enough away from permanent structures to prevent a fire hazard and are subject to Fire Department inspection.
 - Shall adhere to all setback requirements
 - Shall not encroach upon a parking lot, driveway, or public right-of-way, and shall maintain at least five feet of clear pedestrian passage on sidewalk areas.
 - Bulk storage or stockpiles of unpackaged mulch, soil, gravel, building supplies, or similar materials shall be prohibited.
- The following information is needed before a permit can be issued and is helpful if submitted with this application.
 - Detailed information on the materials and wind load capability of the tent(s) or stand(s) to be erected on the site. Applicable Building, Fire and Electrical Codes are listed on the last page of this application.

If you have any questions, please call the PC/ZBA Coordinator at (248) 391-0304 ext. 5001



**Charter Township of Orion Zoning Board of Appeals
 Application for Administrative Review
 Outdoor Display and Sales**

30.11, F: Outdoor Display and Sales. Temporary use permits may be issued administratively for Outdoor Display and Sales for the marketing of goods or products which do not exceed ten percent (10%) of the principal building area or greater than one thousand (1,000) square feet (whichever is less). This shall exclude Outdoor Display and Sales areas normally allowed as a principal use within the GB zoning district.

Name of Business: _____

Applicant	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
*Property Owner(s)	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ * If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.
Project Contact Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
Property Information	Address of Property: _____ Side of Street: _____ Nearest Cross Streets: _____ Sidwell Number(s): 09- _____ Acreage: _____ Square Footage of building _____ Current Use of Property: _____

Outdoor Display/Sales Area Information

1. What are the dates of the display/sales? ____/____/____ to ____/____/____ What hours? _____

2. What is the nature of the request? _____

3. Please indicate the size of any tents or canopies that will be added to the site: _____

4. How will electrical equipment/lighting be powered? _____

5. What are the plans for the storage of display items during both open and closed hours? _____

6. Has this business ever applied for an outdoor display or sale on this property? If so when? _____

7. Please list the items to be displayed or sold outside and duration of each display, list all items for each season if applicable:

I/We, the undersigned, do hereby submit this application for Outdoor Display and Sales, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.10 and 30.11 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant: _____ Date: _____
(must be original ink signature)

Print Name: _____

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings.

Signature of Owner: _____ Date: _____
(must be original ink signature)

Print Name: _____

Office Use Only	Date Filed: _____ Fee Paid: _____ Receipt Number: _____
	Subject Property Zoning: _____ Adjacent Zoning: N. _____ S. _____ E. _____ W. _____

Regulations for Tents, Special Amusement Structures or Temporary Structures

Temporary Structures that will be erected for 180 days or less must comply with:

1. The Michigan Building Code 2012
 - Chapter 1, Section 108
 - Chapter 31, Section 3103
2. The International Fire Code 2012
 - Chapter 31 - Before the Fire Department will grant occupancy you must satisfy the requirements of this chapter.

Special Amusement Buildings must comply with:

1. The Michigan Building Code 2012
 - Chapter 4, Section 411 & 410.4.1
 - Chapter 31, Sections 3102, 3103, & 3104
2. The International Fire Code 2012
 - Chapter 31 - Before the Fire Department will grant occupancy you must satisfy the requirements of this chapter.

Tents, Canopies, or membranes that will be erected for 180 days or less must comply with:

1. The Michigan Building Code 2012
 - Chapter 31, Section 3103
2. The International Fire Code 2012
 - Chapter 31 - Before the Fire Department will grant occupancy you must satisfy the requirements of this chapter.

Some or all of the above structures may be required to meet the following conditions before the Fire Department will be able to give approval.

1. Flame-resistant treatment
2. Anchorage requirements
3. Exit lighting and emergency lighting
4. Means of exiting
5. Standby power
6. Fire protection systems such as portable fire extinguishers and/or fire suppression
7. Occupant load factors
8. Fire warning systems such as horn/strobe lights that automatically activate when an emergency situation is detected

This list is only to be used as a guideline with the understanding that each request must be reviewed by the Fire Department to determine if special circumstances will require additional safety precautions.