

# Charter Township of Kalamazoo

## Temporary Use Permit

### Application Process

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Explanation: The Temporary Use Permit review process is an administrative review process for outdoor sales area, parking lots sales, food stands or other service establishments for a temporary period of time. The review process will confirm that all relevant standards of Section 13-7, 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 Planning & Zoning Department. The application shall be completed in full with the appropriate fee and submitted with attachments to this department. 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 Planning and Zoning Department at least two (2) weeks prior to the planned event.
5. Once the review has been completed by the Fire Department, Police Department and Planning and Zoning Department, and compliance with relevant standards is confirmed, the Planning and Zoning Department will issue a Temporary Use Permit for the stated time(s) of the event.

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(A copy of the ordinance is attached)

If you have any questions on completing this application, please call the Planning and Zoning Department  
at  
(269) 381-8085.

Charter Township of Kalamazoo  
Temporary Use Permit Application

Return to: Kalamazoo Township, Planning & Zoning Dept., 1720 Riverview Dr., Kalamazoo, MI 49004

**Fee \$ 150**

**A. Event Information**

Brief Description of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

**B. Property Information**

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Business Name: \_\_\_\_\_

**C. Applicant Information**

Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner (if different than applicant) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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 Kalamazoo Township Police Department 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 Township of Kalamazoo.

\_\_\_\_\_  
Signature of Applicant Date

Office Use Only:	Fire Dept. Review	Approve	Deny
	Police Dept. Review	Approve	Deny
	Bldg. Official	Approve	Deny

**Date Issued:** \_\_\_\_\_