



*Charter Township of Washington*  
*Planning & Zoning Application for a Temporary Use Request*

**Temporary Use Request Description:** \_\_\_\_\_

Temporary Use Request Sales Area less than 1-acre: This process is handled through Pre-Planning  
**(Follow the process outlined on Page 2)**

**Application Fee:** \$75.00

Temporary Use Request Sales Area greater than 1-acre: This process is handled through the Planning Commission  
**(Follow the process outlined on Page 3)**

**Application Fee:** \$1,345.00

**Property Information:**

Address/Site Location: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business/Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*\*If you are not the legal owner of the property, you will need to include an acknowledgment letter signed and notarized with the legal owner(s) listed giving you permission to submit this application for development.*

**Legal Owner:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business/Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (please print your name)

\_\_\_\_\_  
Legal Owner (please print your name)



# Charter Township of Washington

## Planning & Zoning Application for a Temporary Use Request

### STEP ONE Pre-Planning for Temporary Use Request **Under 1 acre:**

Please complete this application and bring the following information with you to the Pre-Planning Advisory Committee Meeting you are scheduled to attend. Please contact the Planning and Zoning Department in advance to schedule an appointment for one of the meeting dates listed above at 586-786-0011 or by email at [planning@washingtontwpmi.org](mailto:planning@washingtontwpmi.org)

#### **Pre-Planning Advisory Committee Meetings take place between 9am-11am as follows:**

April 25<sup>th</sup>, 2024, May 23<sup>rd</sup>, 2024, June 27<sup>th</sup>, 2024, July 25<sup>th</sup>, 2024, August 22<sup>nd</sup>, 2024, September 26<sup>th</sup>, 2024, October 24<sup>th</sup>, 2024, November 26<sup>th</sup>, 2024, December 19<sup>th</sup>, 2024

#### **Submission Requirements:**

- \_\_\_\_\_ **5 copies** of the site plan illustrating the location of the proposed temporary use
- \_\_\_\_\_ **5 copies** of the explanation of the proposed temporary use request that includes the dates/times you are requesting the temporary use for. Please note that any temporary signs requested must remain on the site in which the temporary use request is taking place, no off-site signage is permitted. Any temporary signage requested will also require a permit with our Building Department.
- \_\_\_\_\_ **5 copies** of the Emergency Action Plan (if applicable)
- \_\_\_\_\_ Email the complete submission to: [planning@washingtontwpmi.org](mailto:planning@washingtontwpmi.org)

*Temporary uses may be permitted, subject to the following regulations, but for no more than ninety (90) total days in a calendar year. All temporary permits shall be issued by the Building Official.*

#### **In reviewing an application for a proposed temporary use, structure or display area the reviewing body shall consider the following standards. If it is determined that each standard outlined below has been met, the proposed temporary use shall be approved:**

- \_\_\_\_\_ The proposed temporary use shall be so designed as to the location, size, intensity, site layout and periods of operation to eliminate any possible nuisance emanating there from which might be noxious to the occupants of any other nearby uses permitted, whether by reason of dust, noise, fumes, vibration, smoke or lights.
- \_\_\_\_\_ The proposed temporary use is so designated, located, planned and operated so that the public health, safety and welfare will be protected.
- \_\_\_\_\_ The request for the proposed temporary use, structure, or temporary display area shall be accompanied by a plot plan indicating the location of the proposed use. Said location shall be reviewed and approved by the Washington Township Fire Department to ensure adequate emergency access is maintained on the site.
- \_\_\_\_\_ The temporary use requested by the applicant is an allowable use (either a permitted or special land use) in the district.

#### **The applicant has demonstrated the following requirements of the Zoning Ordinance have been met:**

- \_\_\_\_\_ All setbacks of the district involved shall be observed;
- \_\_\_\_\_ The applicant shall demonstrate how parking requirements of the Ordinance have been met, whether through shared parking in an existing parking lot, or an area identified on the plot plan showing the required number of parking spaces;
- \_\_\_\_\_ Lighting requirements of the Ordinance have been met

The reviewing body may consider any other reasonable requirements to ensure that the public health, safety and welfare of the inhabitants of Washington Township have been protected.

### **STEP TWO after the meeting:**

If you receive approval from the Pre-Planning Advisory Committee, you must then proceed to the Building Department to apply for any permits necessary for the use in which you received approval for.



# Charter Township of Washington

## Planning & Zoning Application for a Temporary Use Request

### STEP ONE Planning Commission for a Temporary Use Request **Greater than 1 acre:**

Applications must be submitted **ONE MONTH** prior to the date of the scheduled Planning Commission Meeting. The Planning Commission meetings are held at the Washington Township Hall located at 57900 Van Dyke Washington Township MI 48094 in the Board Room Starting at 6:30 p.m. unless posted otherwise.

#### Planning Commission Meeting Scheduled Meeting Dates:

April 11<sup>th</sup>, 2024, May 9<sup>th</sup>, 2024, June 13<sup>th</sup>, 2024, July 11<sup>th</sup>, 2024, August 8<sup>th</sup>, 2024, September 12<sup>th</sup>, 2024, October 10<sup>th</sup>, 2024, November 14<sup>th</sup>, 2024, December 12<sup>th</sup>, 2024

#### Submission Requirements:

- \_\_\_\_\_ **16 copies** of the site plan illustrating the location of the proposed temporary use
- \_\_\_\_\_ **16 copies** of the explanation of the proposed temporary use request that includes the dates/times you are requesting the temporary use for. Please note that any temporary signs requested must remain on the site in which the temporary use request is taking place, no off-site signage is permitted. Any temporary signage requested will also require a permit with our Building Department.
- \_\_\_\_\_ **16 copies** of the Emergency Action Plan (if applicable)
- \_\_\_\_\_ Email the complete submission to: [planning@washingtontwpmi.org](mailto:planning@washingtontwpmi.org)

#### **In reviewing an application for a proposed temporary use, structure or display area the reviewing body shall consider the following standards. If it is determined that each standard outlined below has been met, the proposed temporary use shall be approved:**

- \_\_\_\_\_ The proposed temporary use shall be so designed as to the location, size, intensity, site layout and periods of operation to eliminate any possible nuisance emanating there from which might be noxious to the occupants of any other nearby uses permitted, whether by reason of dust, noise, fumes, vibration, smoke or lights.
- \_\_\_\_\_ The proposed temporary use is so designated, located, planned and operated so that the public health, safety and welfare will be protected.
- \_\_\_\_\_ The request for the proposed temporary use, structure, or temporary display area shall be accompanied by a plot plan indicating the location of the proposed use. Said location shall be reviewed and approved by the Washington Township Fire Department to ensure adequate emergency access is maintained on the site.
- \_\_\_\_\_ The temporary use requested by the applicant is an allowable use (either a permitted or special land use) in the district.

#### **The applicant has demonstrated the following requirements of the Zoning Ordinance have been met:**

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- \_\_\_\_\_ The applicant shall demonstrate how parking requirements of the Ordinance have been met, whether through shared parking in an existing parking lot, or an area identified on the plot plan showing the required number of parking spaces;
- \_\_\_\_\_ Lighting requirements of the Ordinance have been met

The reviewing body may consider any other reasonable requirements to ensure that the public health, safety and welfare of the inhabitants of Washington Township have been protected.

### STEP TWO after the PC Meeting:

If you receive approval from the Planning Commission, you must proceed to the Building Department to apply for any permits necessary for the use in which you received approval for.