

ANN ARBOR CHARTER TOWNSHIP

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SPECIAL EVENTS PERMIT APPLICATION

Chapter 10, Article II of the
Ann Arbor Township Code of Ordinances

Application must be submitted 60 days prior to the event along with Permit Fee of \$ _____

Name of Applicant: _____

Address of Applicant: _____

Phone No. of Applicant: _____ Email _____

Property Owner's Name where event is being held: _____

Address of event: _____

Date of Event: _____ Hours of Event: _____

Describe proposed assembly: _____

Estimate of maximum number of attendees: _____

Include the following (provide drawings where applicable):

- Proof of ownership of site where event is to occur. Where applicant does not own the property, the applicant shall submit an affidavit from owner showing consent to use of site.
- Police and fire protection
- Food and water supply and facilities
- Health and sanitation facilities
- Medical facilities and services, including emergency vehicles and equipment
- Vehicle access and parking facilities
- Camping and trailer facilities if overnight stays are anticipated
- Illumination facilities
- Communication facilities
- Facilities for clean up and waste disposal
- Noise control and abatement
- Insurance and bonding arrangements
- All structures located on the site

Signature of Applicant

Date

Township Board Approval _____ Date _____

Permit Approved _____ By: _____ Date _____

Conditions: _____

Pre-event Approved _____ By: _____ Date _____

Clean-up (after event) Approved _____ By: _____ Date _____

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DIVISION 2. - PERMIT

Sec. 10-56. - Required.

Sec. 10-57. - Application.

Sec. 10-58. - Issuance or denial of permit; appeal.

Sec. 10-59. - Contents of permit.

Sec. 10-60. - Revocation for failure to comply with article provisions.

Sec. 10-56. - Required.

A person shall not sponsor, conduct or promote an assembly in the Township unless the person first obtains a permit for the assembly.

(Comp. Ords. 1990, § 18.003; Ord. No. 6-89, § 3, 8-21-1989)

Sec. 10-57. - Application.

- (a) *Form.* Application for a permit to conduct an assembly must be made in writing on the forms and in the manner prescribed by the Township Clerk.
- (b) *Deadline.* An application must be made at least 60 days before the date of the proposed assembly.
- (c) *Fee.* An application shall be accompanied by a nonrefundable fee in an amount as set from time to time by resolution of the Township Board.
- (d) *Contents.* The application shall include the following:
 - (1) The name, residence, mailing address, and telephone number of the person making the application.
 - (2) A statement describing the proposed assembly.
 - (3) The address or legal description and proof of ownership of the site at which the assembly is to be conducted. Where the applicant does not own the property, the applicant shall submit an affidavit from the owner showing the owner's consent to the use of the site.
 - (4) The dates and hours during which the assembly is to be conducted.
 - (5) An estimate of the maximum number of persons expected at the assembly for each day it is conducted.
 - (6) A detailed explanation, including drawings where applicable, of the applicant's plans to provide for the following:
 - a. Police and fire protection.
 - b. Food and water supply and facilities.
 - c. Health and sanitation facilities.
 - d.

- Medical facilities and services, including emergency vehicles and equipment.
- e. Vehicle access and parking facilities.
 - f. Camping and trailer facilities, if overnight stays are anticipated.
 - g. Illumination facilities.
 - h. Communications facilities.
 - i. Facilities for cleanup and waste disposal.
 - j. Noise control and abatement.
 - k. Insurance and bonding arrangements.
- (e) *Review and recommendation.* The Township Clerk shall forward copies of the application to such public officials as the Clerk deems necessary. Those officials shall review the application and report their recommendations to the Clerk.
- (Comp. Ords. 1990, §§ 18.004, 18.005; Ord. No. 6-89, §§ 4, 5, 8-21-1989)*

Sec. 10-58. - Issuance or denial of permit; appeal.

- (a) Within 30 days of the filing of the application, the Township Board (or a Township officer to whom the Township Board has delegated this responsibility) shall issue, set conditions prerequisite to the issuance of, or deny a permit. The Township, among other conditions, may require that adequate security or insurance be provided before a permit is issued.
 - (b) When a decision on an application has been made by a Township officer to whom the Township Board has delegated such responsibility, an appeal of the decision may be taken to the Township Board by filing a request for same with the Township Clerk within five days of receipt of notice of the permit denial.
- (Comp. Ords. 1990, § 18.006; Ord. No. 6-89, § 6, 8-21-1989)*

Sec. 10-59. - Contents of permit.

A permit shall state the name and address of the permittee, the kind and location of the assembly, the estimated number of persons expected to attend, the duration of the permit, and any other conditions imposed pursuant to this article.

(Comp. Ords. 1990, § 18.007; Ord. No. 6-89, § 7, 8-21-1989)

Sec. 10-60. - Revocation for failure to comply with article provisions.

The Township may revoke a permit whenever the permittee fails to comply with any provision of this article, the permit, or state statute.

(Comp. Ords. 1990, § 18.008; Ord. No. 6-89, § 8, 8-21-1989)