

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax
tlanger@hartlandtwp.com



SUPERVISOR
William Fountain

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Joe Petrucci

APPLICATION FOR SPECIAL EVENT PERMIT

Event Description: (Please attach a detailed event description on a separate sheet)

Date(s) and Hours of Event: _____ to _____ of _____ Time: _____ to _____
Date Date Month AM/PM AM/PM

Event Location (Address/Boundaries):

Parcel Identification Number: 4708- _____ 4708- _____

Subdivision Name: _____ **Zoning of Parcel:** _____

Application Number: _____ (Assigned by Township) Application Date: _____	<input type="checkbox"/> Community Organization Special Events (Signage Included)	\$ No Charge
	<input type="checkbox"/> Special Events, except Outdoor Seasonal Sales (75.00)	\$ _____
	<input type="checkbox"/> Outdoor Seasonal Sales (\$75.00)	\$ _____
	<input type="checkbox"/> Temporary Sign Request (\$15.00 per Sign)	\$ _____
	<input type="checkbox"/> Cash Bond Required by _____	\$ _____
	Total Application Fee	\$ _____
Total Bond Required		\$ _____

APPLICANT INFORMATION

Company Name					
Last Name		First	M.I		
Street Address					
City		State	Zip		
Phone		Fax		E-mail Address	
Do You Own The Event Property?		Community Organization?		Name of Community Organization:	
YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>			

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Company Name					
Last Name		First	M.I		
Street Address					
City		State	Zip		
Phone		Fax		E-mail Address	

NEIGHBORHOOD ASSOCIATION (IF APPLICABLE)							
Neighborhood Association (Name)							
Last Name		First		M.I			
Street Address							
City		State		Zip			
Phone			Fax			E-mail Address	
<p>The applicant and owner acknowledge that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.</p> <p>We the undersigned, give permission for representatives of the Township of Hartland to enter the property to inspect the set-up, activity and clean-up for compliance with the Special Event Permit.</p>							
Applicant Signature				Date			
Owners Signature				Date			

Department of Public Works	
Impact on existing Infrastructure and Utility Use is within an Acceptable Range as Proposed.	
DPW Director: _____ Date: _____	
Fire Department (if applicable)	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Reason/Conditions: _____	
Fire Marshal: _____ Date: _____	
Sheriff (if applicable)	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Reason/Conditions: _____	
Sheriff: _____ Date: _____	

Planning & Zoning		
	Yes	No
Special Event Inspection Complete		
Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Access Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Sign Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Indemnification Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Checklist Items Provided/Completed	<input type="checkbox"/>	<input type="checkbox"/>
Planning: _____ Date: _____		
Treasurer		
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.		
Account Number: 101-000-622.000 (Application) \$ _____		
Receipt Number: _____		
Treasurer: _____ Date: _____		

Code Enforcement Action: YES ☐ NO ☐

Resolved: YES ☐ NO ☐

Comment:



Planning Department
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SPECIAL EVENT PERMIT CHECKLIST

Each applicant for a special event permit must complete and submit for review a special event permit application form.

To initiate an application, these forms may be obtained from Hartland Township Planning Department or the Township's website at www.hartlandtwp.com. Submit the application and required documents to Hartland Township Planning Department, 2655 Clark Road, Hartland, Michigan 48353.

A Special Event Permit Application must be filed with the Planning Department not less than thirty (30) days before the proposed special event date. The Zoning Administrator may waive the time limit for special events that are exempt or can be administratively reviewed. Events which require approval from other jurisdictions or authorities will require concurrent application review and approval.

INFORMATION PERTAINING TO A SPECIAL EVENT PERMIT REQUEST

1. The applicant shall submit a separate letter outlining as much as possible about the event. The letter should include the following:
 - ☐ Described the Special Event including but not limited to the type of activities, event host information, type of merchandise or service to be provided, food/beverage sales/service, etc. (Use separate sheet).
 - ☐ Number of people expected _____.
 - ☐ Provide copies of the insurance policies in accordance with the Special Event Permit Ordinance.
 - ☐ Provide an executed Indemnification Certificate, as provided with the Special Event Permit Application from Hartland Township.
 - ☐ Will you be advertising the event? Yes ☐ No ☐
If yes, what kind of advertising is proposed? _____
 - ☐ Will there be any additional signage installed for the event? Yes ☐ No ☐
If yes, provide a signage master plan showing the location of all signage, type of signs, dimensions of panels and posts.
 - ☐ Will a tent or other above ground temporary structure be erected? Yes ☐ No ☐
Provide a site sketch showing the property and the location and setbacks of all tents and/or structures.
 - ☐ Are utility connections needed? Yes ☐ No ☐
If yes, provide the type of connections proposed and letters from the applicable utility provider.
 - ☐ Are roads, streets, pedestrian sidewalks or walkways (public or private) being used for the event?
If yes, provide a sketch or map, schedule of event and/or parade or race routes showing street closures, barricades, road access to the event, parking areas and aisles, street lights, pedestrian sidewalk/walkways, etc. The applicant is responsible for securing the necessary approvals for use of the public or private roads, access drives and sidewalks/walkways. The use of a private road shall require approval by the Neighborhood Association or the respective property owners.

- ☐ Is there a need for traffic control? Yes ☐ No ☐
If yes, the Livingston County Sherriff's Department will need to approve the proposed traffic control measures.
- ☐ Is on-site parking being provided? Yes ☐ No ☐
If yes, provide a site plan for the property showing the total number of barrier-free and standard parking spaces. Please note, if the special event is occurring within the parking lot of an active commercial center, existing businesses must retain their minimum number of parking spaces to serve existing customers. The Zoning Administrator may consider the hours of operation and reciprocal use in the total number of parking spaces required.
- ☐ Will there be food vendor/sales? Yes ☐ No ☐
If yes, provide the County Health Department's letter approving the proposed special event.
- ☐ Will alcohol be served/sold at the event? Yes ☐ No ☐
If a State of Michigan liquor license is required, please provide a copy of the permit. Liquor licensed events require Hartland Township Board review.
- ☐ Will sound amplification be used? Yes ☐ No ☐
If yes, provide the type of amplification and the hours of its use.
- ☐ Will there be portable restrooms? Yes ☐ No ☐
If yes, provide the number of units, installation date, removal date and their location.
- ☐ Is there additional lighting proposed for the event area, parking, etc.? Yes ☐ No ☐
If yes, provide the location of the lighting. Please note, lighting shall not shine or reflect beyond the boundaries of the special event area.
- ☐ How will the event handle the disposal of litter and garbage during and after the event?
- _____
- _____

Applicants are encouraged to submit five (5) complete applications with associated documents for distribution a minimum of thirty (30) days in advance of the special event to allow time for any revisions that may be necessary. Incomplete applications and submittals may result in delays and additional processing fees.

Once the initial review has been completed, the applicant will be notified by the Hartland Township Planning Department advising them that 1) their application for permit has been approved, 2) additional information is required to process the application or 3) their permit has been denied and the process for appeal.

SUPPLEMENTAL CONTACT INFORMATION

Livingston County Health Department 2300 E. Grand River Avenue Howell MI 48843 (517) 546-9850	Hartland – Deerfield Fire Authority 3205 Hartland Road Hartland MI 48353 (810) 632-7676	Livingston County Road Commission 3535 Grand Oaks Drive Howell MI 48843 (517) 546-4250
Livingston County Building Department 2300 E. Grand River Avenue Howell MI 48843 (517) 546-3240	Livingston County Sheriff Department 150 S. Highlander Way Howell MI 48843 (517) 546-2440	Michigan Dept. of Transportation 10321 E. Grand River Avenue Brighton MI 48116 (810) 227-4681