



**OFFICE OF COMMUNITY DEVELOPMENT**

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 580-2233 • Fax (734) 426-5614

**ZONING COMPLIANCE APPLICATION TEMPORARY STRUCTURES, USES AND SPECIAL EVENTS (SECTION 3.06)**

*Applicants must submit a written narrative describing the proposed temporary structure, use and/or special event, and must include the duration, location, method of clean-up, and other relevant details. A site plan or plot plan may be required, in accordance with the requirements of Section 21.03, sub-section C.*

**Application for (check box):**

<input type="checkbox"/>	Temporary Structure	<input type="checkbox"/>	Temporary Use(s)	<input type="checkbox"/>	Temporary Special Event
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**To be completed by staff:**

App Fee:	Date Rec'd:	Amt. Pd.:	Receipt No.:
\$30			

Property Address: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Describe Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Duration: (length of time – maximum 12 months unless otherwise stated below):

From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature                      Date                      Applicant's Signature                      Date

Temporary buildings and structures shall comply with the requirements of Section 3.06 of the Zoning Ordinance, as follows:

1. **Temporary Structures Used for Residential Purposes:** A building or structure may be approved for temporary residential use only while damage to the principal dwelling due to fire, flood, ice, wind, or other natural disaster is being repaired. Any such temporary building shall not be used as a residence without prior review and approval by the Zoning Administrator.  
  
Also, a mobile home or other approved living quarters may be occupied as a residence on a temporary basis on sites for which a building permit has been issued for construction, major repair, or remodeling of a new dwelling unit, subject to the following:
  - a. Such permits may be issued by the Zoning Administrator for up to six (6) months in duration and may be renewed for a period of up to six (6) months, provided that work is proceeding in an expeditious manner.
  - b. The total duration of a temporary permit shall not exceed twelve (12) months.
  - c. Temporary structures shall comply with the setback standards for the district in which they are located.
  - d. The Zoning Administrator shall approve electrical and utility connections to any temporary structure.
  - e. An approved temporary structure may be moved onto a site fourteen (14) days prior to commencement of construction and shall be removed within fourteen (14) days following issuance of a Certificate of Occupancy for the permanent dwelling.
2. **Temporary Structures Used for Nonresidential Purposes:** Temporary buildings for nonresidential use, including semi-trucks/trailers and concrete batch plants, shall be permitted only when the intended use is by a contractor or builder in conjunction with a construction project, and only after review and approval by the Zoning Administrator. Such temporary structures shall be removed immediately upon completion of the construction project and prior to a request for a Certificate of Occupancy for the project.
3. **Permits:** Permits for the utilization of temporary structures shall be issued by the Zoning Administrator. The permit shall specify a date for the removal of the temporary structure, and the Zoning Administrator shall require posting of a bond to ensure removal. A Certificate of Occupancy shall be required for such structures.
  - a. The applicant shall furnish the City with a performance guarantee in the amount of five hundred dollars (\$500.00) to assure removal of the temporary structure.
  - b. The Zoning Administrator may require a performance bond to assure proper clean-up.
4. **Use as an Accessory Structure:** A temporary building or structure shall not be used as an accessory building or structure, except as permitted herein.
5. **Special Events and Other Temporary Uses:** The Zoning Administrator may grant temporary use of land and structures for special events and other temporary uses, as defined in Article II of this Ordinance, subject to the following general conditions:
  - a. Adequate off-street parking shall be provided.
  - b. The applicant shall specify the exact duration of the temporary use.
  - c. Electrical and utility connections shall be approved by the Zoning Administrator. The following conditions apply to specific temporary uses:

- i. Carnival or Circus:
  - Maximum duration: 10 days.
  - Operator or sponsor: Non-profit entity.
  - Location: Shall not be located in or adjacent to any developed residential area except on church, school or park property.
  
- ii. Sidewalk Display and Sale of Bedding Plants:
  - Maximum duration: 90 days. Location:
  - In commercial districts only.
  - Sidewalk Coverage: Shall not cover more than 50 percent of the width of the sidewalk.
  
- iii. Christmas Tree Sales:
  - Maximum duration: 45 days.
  - Location: Shall not be located in or adjacent to any developed residential area.
  - Clean-up: Stumps, branches, and other debris shall be completely removed from site.

<b>Staff Review:</b>	<b>Acceptable</b>		
<b>Required Application Information:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Written narrative describing proposed temporary structure, use and/or special event, include duration, location, method of clean-up, and other relevant information.			
Site plan or plot plan and/or aerial photo map.			

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>APPROVAL STAMP:</b>	<b>REASON(S) FOR DENIAL:</b>

Permit valid from \_\_\_\_\_ to \_\_\_\_\_.