As the duly authorized individual or agent of the applicant/business, I hereby apply for approval of this temporary outdoor dining and retail use, affirm the above information, and agree that I (or the sponsoring organization) will comply with the Township’s Temporary Outdoor Dining and Retail Use Permit requirements and rules and all other Township requirements, ordinances, and other laws which apply to this temporary use.
APPLICATION – Temporary Adaptive Outdoor Dining and Retail

Please submit all documents to the Van Buren Charter Township Planning and Economic Development Department. This can be done via mail, in-person drop off, faxed to (734) 699-8958 or emailed to dpower@vanburen-mi.org.

Please allow three (3) business days for review of your completed “Temporary Outdoor Dining and Retail” application. Upon written or verbal confirmation by Dan Power, Director of Planning and Zoning for the township, that your application has been approved, you may begin installation of any temporary measures or fixtures. Once those are completed, you will need to call 734.699.8913 at least 24-hours prior to your anticipated opening of the temporary outdoor dining or retail operation for inspection.

Additional notes:
1. The application for temporary outdoor food and beverage service and retail in response to COVID-19 will be subject to administrative approval by the Township Director of Planning and Economic Development.
2. This temporary outdoor land use authorization shall expire on October 31, 2020, unless extended by the Township Board due to extended occupancy limitations based on the Governor’s Executive Orders.
3. If a conflict arises between this use and any Executive Order from the State of Michigan Governor, the Executive Order shall prevail.
4. Extensions or new applications related to this temporary outdoor use may be subject to new ordinances or policies adopted by the Van Buren Township Board.
5. If a license from MLCC for outdoor service is requested, this must be attached to areas in which alcohol will be served. A copy of the MLCC Outdoor Service permit must be submitted to the Township prior to commencing with the outdoor service of alcoholic beverages. See https://www.michigan.gov/lara/0,4601,7-154-89334_10570--.00.html.
6. If Wayne County Health Department (WCHD) approvals for outdoor food service are required, a copy of the WCHD approval will be required prior to the Township issuing an approval (see application and instructions here: https://www.waynecounty.com/departments/hhvs/wellness/foodservice-licensing.aspx.

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FOR OFFICE USE ONLY

Date Submitted ____________ Layout Drawing ________

Landowner Approval ________ Approval Date________

Application Approved:__________
PLAN DRAWING AND INFORMATION CHECKLIST

Plan instructions. On a separate sheet, please provide a site plan drawing (see example provided) which demonstrates the following items, if applicable:

- Notes, labels, or a text box with a complete description of proposed activities including dining, food and/or beverage service, and retail.
- Location of dining areas for ease of service.
- A description of a perimeter area in which outdoor activities are proposed to occur, including a description of the use of movable planters, temporary shade structures, fencing or other barricades to define the service area, and the length and width of this perimeter area.
- Number of current existing parking spaces are on the site, including barrier free spaces, standard parking spaces, and parking spaces reserved for food or beverage pickup.
- Number of current parking spaces to be removed due to be occupied by the outdoor use.
- Demonstrate that existing barrier free parking spaces will be unhindered or will be replaced with an equal number of barrier free spaces near an unobstructed entry to the site.
- Any driving aisles proposed to be occupied by outdoor activities.
- Setbacks from adjacent lot lines.
- Method of trash disposal and site clean-up, including any temporary trash receptacles and how they will be managed and emptied, and where they will be stored when not in use.
- A description of outdoor signage, including locations and details.
- A diagram showing how vehicle traffic will be routed through the site and between this site and adjacent sites and roadways, if any drive aisles are obstructed.
- Any crossings designed to guide patrons to the outdoor use area.
- A description of fire lanes, fire protection and security.
- Any proposed additional lighting.

Additional information. On a separate sheet, please provide the following information, if applicable:

- Estimated schedule for trash pickup and deliveries to the primary business.
- Proposed hours of outdoor operation.
- A description of other licenses or permits required, other than those administered by MLCC.
- Any available specification drawings showing the size, height and type of construction of proposed temporary buildings / structures to serve the use.
- Any available commitment to a performance guarantee or insurance related to the use.
- A description of how the perimeter area will be monitored and secured if used for outdoor alcohol service.
- Any other information aiding with the description of your project.
Site Plan must cover the entire area between the curb and building, show all existing and proposed obstructions; such as trees, tree grates, benches, parking meters, light posts, proposed railing location and seating plan. Refer to Section 4 of application for further requirements.

Scale: 1" = 5'
Temporary Outdoor Dining / Retail Site Plan

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<th>Establishment:</th>
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