

BUSINESS SPECIAL EVENTS INFORMATION

Thank you for your interest in holding a business special event in the City of Portage. The following information will assist you in submitting an application to the Department of Community Development.

A business special event is an outdoor promotional event located on a zoning lot within the B-1, Local Business; B-2, Community Business; B-3, General Business; CPD, Commercial Planned District; or PD, Planned Development districts. A business special event is not permitted on zoning lots where the principal use is one or two-family residential.

All applicants for business special events must:

1. Complete a business special event permit application, submit the sketch and related information and pay the established **\$110 fee**.
2. Provide written permission from the property owner, business owner, or property manager prior to application processing (if they are not the applicant). Written permission from the property owner is required when there are multiple businesses on one zoning lot.
3. Maintain a ten-foot setback between all property lines and the special event activities and a 50-foot setback from any abutting one-family or attached residential district boundary.
4. Provide a 20-foot separation between structures (including tents) and all vehicle areas.
5. Fulfill zoning district setback requirements for temporary structures utilized in conjunction with the business special event.
6. Show adequate measures to delineate/separate all special event pedestrian and vehicle traffic areas. Access to the site must remain open and unrestricted.
7. Receive a business special event permit from the City of Portage, Department of Community Development. Each zoning lot may not hold more than four special events annually, totaling not more than 28 days. For example, a zoning lot may have one 28-day, two 14-day events, or four 7-day events.

The Director of Community Development may establish conditions necessary to protect the public health, safety, and welfare. The conditions serve to carry out the requirements of the Zoning Code for a business special event and mitigate adverse impacts on the zoning lot, adjoining property, traffic, and the surrounding neighborhood. The conditions cannot involve permanent improvements to the zoning lot. Also, while no temporary signage may be erected, use of an existing changeable copy board (as defined in the Zoning Code) on the zoning lot is permitted.

HOW TO APPLY FOR A BUSINESS SPECIAL EVENT PERMIT

Please request an application from the Department of Community Development. Submit the application, all attachments, and application fee no later than 15 working days prior to the special event with the Department of Community Development, Portage City Hall, 7900 South Westnedge Avenue, Portage, MI 49002. The following materials are required when submitting the application:

- The permit application and written description of the special event(s) indicating proposed activities, nature of event (festival, sales, etc), and safety precautions utilized for the separation of pedestrian and traffic areas.
- Detailed site sketch of the property that illustrates property lines, setbacks, special event location/area, pedestrian, parking, and vehicle areas, and all buildings or structures.
- Description of tent(s) to be used that includes: size, style (walls, open, etc.), how the tent is anchored, activities occurring inside the tent, and a copy of the certificate of fire resistance.
- If the special event involves a request to control or redirect traffic on a public street, or the consumption of alcohol, submit a written description for Police Department review.

The Department of Community Development will contact the applicant within ten (10) working days. Approved special events will receive a Special Event Permit with any conditions listed. Written documentation will be provided to the applicant of any reasons for disapproval.

Any denial of a permit, or any condition required by the Director of the Department of Community Development, may be appealed to the Zoning Board of Appeals, pursuant to 42-622 of the City of Portage Zoning Code.

Please feel free to contact the Department of Community Development at 269-329-4477 if you have any questions, would like business special event application, or if you need any other assistance.

THANK YOU FOR YOUR COOPERATION!

Business Special Event Permit Application

Please submit this application, site sketch (to scale) of the area where the business special event will take place, **written description**, and the **application fee**.

Application date _____ Special Event date(s) _____

Property address _____ Zoning district _____

Business name _____

Legal description _____

Name of applicant _____

Applicant address _____

Phone number: Work _____ Home _____ Cell _____

Fax number _____

Property owner (if different) _____

Address of property owner _____

Written permission from property owner Yes No

Attachments: Site sketch Yes No

Written description Yes No

(If event involves alcohol or the control or redirection of traffic on a public street, a written description for Police Department review is required)

Application fee submitted Yes No

Number of special events on lot during same year _____

Number of days special events have occurred _____

For further customer assistance, please contact the Department of Community Development.

Applicant Signature _____ Date _____