

# APPLICATION FOR TEMPORARY OUTDOOR SALES LICENSE

CITY OF FARMINGTON HILLS  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336  
(248) 871-2540 FAX (248) 871-2451

This application is for TEMPORARY outdoor seating areas and customer service areas associated with existing businesses within Farmington Hills. Per State of Michigan Executive Orders pertaining to the COVID-19 pandemic, the types of businesses eligible to apply are retail establishments and restaurants/bars. The temporary use shall not result in the removal or modification of existing permanent buildings/structures, parking lot layout, or required landscape plantings, unless approved under standard City review and permitting procedures. All aspects of the use shall be of a temporary nature.

Planning Department: (248) 871-2540 Building Department: (248) 871-2450 Fire Prevention: (248)871-2820

PROPERTY ADDRESS: \_\_\_\_\_

NAME AND TYPE OF BUSINESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_  
City State Zip Code

APPLICANT PHONE: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

RELATION OF APPLICANT TO BUSINESS:  Owner  Manager  Representative  Other  
**(IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, THE SIGNATURE OF THE PROPERTY OWNER IS REQUIRED ON THE APPLICATION)**

DESCRIPTION OF OUTDOOR ACTIVITY: \_\_\_\_\_

HOURS OF OPERATION OF EXISTING BUSINESS: \_\_\_\_\_

HOURS OF OPERATION OF TEMPORARY OUTDOOR ACTIVITY: \_\_\_\_\_

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES? YES  NO  IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON SITE LAYOUT PLAN:

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

IF A TENT WILL BE PROVIDED BY SOMEONE OTHER THAN THE APPLICANT, PROVIDE THE NAME AND

ADDRESS OF THE COMPANY PROVIDING THE TENT

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**NOTE: A certificate of Flame Resistance for the Tent must be provided with your application.**

WILL ELECTRICAL EQUIPMENT BE USED? YES \_\_\_\_\_ NO \_\_\_\_\_

**IF YES,** DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT THE BUILDING DEPARTMENT AT (248) 871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

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ARE ANY SIGNS PROPOSED? YES \_\_\_\_\_ NO \_\_\_\_\_ **IF YES,** NOTE SIZE AND LOCATION OF ANY SIGN(S) PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION.

**Site Plan Requirements**

All applications shall be accompanied by a scaled or dimensioned site plan, or aerial photograph providing the following information submitted on no less than an 8 ½" x 11" format:

- a. Proposed layout of premises, including any existing outdoor seating areas and the proposed expansion area
- b. Location and clearances to maintain access to any fire hydrants and Fire Department connections
- c. Dimensioned access to means of egress and barrier free entrance routes, locations and sizes of any temporary canopies, umbrellas, or tents
- d. Locations and description of any fencing or other seating area enclosures and egress
- e. Location of any relocated barrier free parking
- f. Width(s) of vehicular drive lanes
- g. Facilities for waste and trash
- h. Any other applicable information contained in site layout section contained in the attached "Standards and Procedures of Approval"

**Fire Department Requirements**

Information on and/or compliance with the following items shall be provided and verified in the field by the Fire Department prior operating the temporary outdoor use:

- a. A certificate that the tent material meets NFPA 701 Flammability standards for all tents greater than 12' by 12' must be provided with your application
- b. Tents shall have the appropriate Certificate of Flame Resistance label affixed to each panel
- c. No open flame devices shall be used underneath any tent(s)
- d. Extinguishers shall be provided under the tent with the minimum size of 2-A:10-B:C
- e. Applicant shall ensure that tents or other appurtenances do not block fire lanes or egress from building(s)

**Building Department Requirements**

- a. Please contact the Building Department at (248)871-2450 to verify if any permits will be necessary prior to submitting your application

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Property Owner Signature (If other than applicant)

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of Property Owner

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

\_\_\_ Complete Application

\_\_\_ Complete Site Plan

**APPROVALS:**

\_\_\_ Planning

\_\_\_ Fire

\_\_\_ Building

\_\_\_ Police

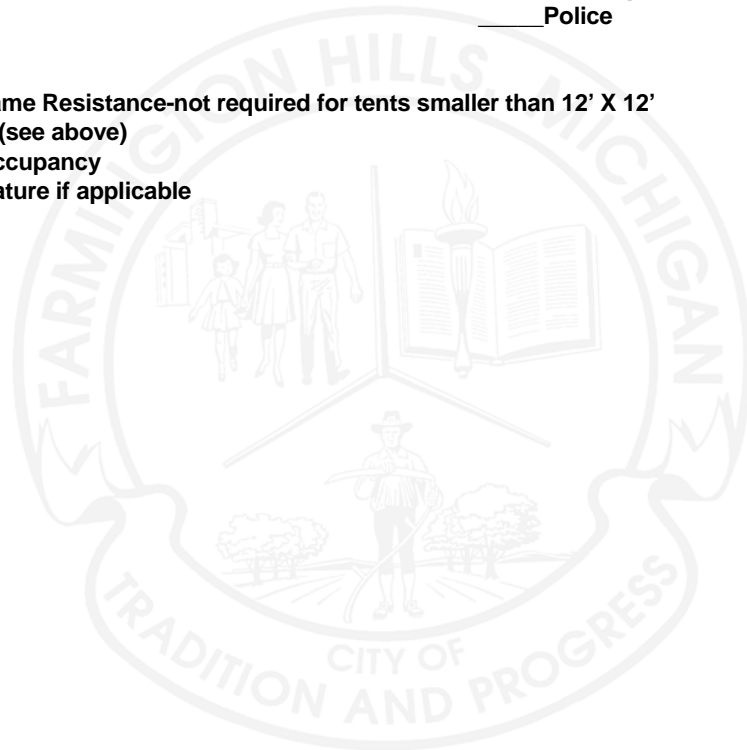
**IF APPLICABLE:**

\_\_\_ Tent Certificate of Flame Resistance-not required for tents smaller than 12' X 12'

\_\_\_ Tent Co. Information (see above)

\_\_\_ Valid Certificate of Occupancy

\_\_\_ Property Owner signature if applicable



**City of Farmington Hills Planning & Community Development Department**

**Standards and Procedures**

**Temporary Outdoor Sales License for Retail and Restaurant/Bar Establishments**

The following is to outline the standards and procedures required for receiving and reviewing applications for issuance of licenses for temporary outdoor retail sales by retail businesses, and for temporary outdoor seating and food and beverage service by restaurants/bars permitted under the Governor's Executive Order allowing the reopening of such businesses subject to limitations on occupancy and requirements for social distancing.

**General Provisions:**

1. Businesses shall have a valid Certificate of Occupancy from the Building Department at the time of application
2. The outdoor area shall be operated in compliance with any and all applicable state and local orders related to COVID-19 including social distancing, party size limitations, masking, etc.
3. The use shall maintain barrier free accessibility in accordance with the State of Michigan Barrier-Free and Federal ADA requirements
4. The temporary use shall not cause the removal of permanent site features or landscaping
5. Compliance with all State and County Department of Health regulations
6. Compliance with the Michigan Building Code
7. The use shall be maintained in a clean and orderly manner
8. The use shall occur entirely on privately owned property.
9. The application for the temporary use shall include signed authorization of the property owner if different than the business owner/operator
10. Operation of temporary outdoor areas shall not be extended beyond regular business hours of the establishment
11. Any nuisances (including, but not limited to, noise, parking, lighting, etc.) that may arise from the use must be mitigated by the applicant and/or property owner to eliminate all negative impacts on surrounding properties. Failure to do so may result in revocation of the temporary approval, in which case all exterior appurtenances are required to be removed within seven (7) days of revocation
12. The temporary use license expires on October 30, 2020. All exterior aspects of the use shall be removed within seven (7) day of expiration of the license. Note that the valid term of the license is subject to change as a result of any future executive order(s) issued by the Governor of the State of Michigan or action(s) by the Farmington Hills City Council related to the COVID-19 pandemic.

**Site Layout Standards:**

1. The floor area for the temporary use shall not exceed fifty (50) percent of the usable floor area of the principal use

2. The outdoor area including any associated temporary structures such as tents, canopies/umbrellas fencing, railings, and the like shall be located as far as possible from any residential use
3. The use shall not cause any vehicular drive lanes to be less than 20' in width or result in "dead end" drive lanes that were not previously existing
4. The outdoor area including any associated temporary structures such as tents, canopies/umbrellas fencing, railings, and the like shall not block fire lanes or egress from any buildings
5. Ample space for parking, vehicular and pedestrian ingress, egress and circulation, for the use and any other uses located on the subject property or adjacent property impacted by the use shall be maintained throughout the site
6. If the use is located within or abutting a parking area or vehicular drive lane, a temporary physical barrier including, but not limited to, planter boxes, decorative fencing, parking/bumper blocks, or a combination thereof shall be provided to separate the outdoor use from vehicular parking space and drive lanes

#### **Application Procedures:**

Complete the attached "Application for Temporary Outdoor Sales License" and submit it along with the required site layout plan and any other required information to the City of Farmington Hills Planning & Community Development Department. In order to ensure timely review and approval of your application, please be certain to include all materials and information as indicated on the application form.

Upon verification that your application is complete and the site layout plans meets the above standards the "Applicant" will be contacted by the Planning & Community Development Office. At that time you may commence setting up the use. Once the use is completely set up per the approved plan, contact the Planning Department to schedule any necessary on-site inspections by the Planning, Building, and Fire Departments. Final approval by the Planning Department requires that all necessary trade permits (i.e. electrical, plumbing, mechanical) and Fire Department approvals have been granted. Once all necessary approvals have been granted you may begin to operate the outdoor area.

#### **Trade Permits Through the Building Department**

It is recommended that applicants contact the Building Department at (248) 871-2450 to verify what permits are necessary. The permits may include electrical, plumbing, and/or mechanical. Any items requiring a trade permit(s) must follow standard application procedures and submit standard fees. Trade permit applications must be submitted to the Building Department independently from the Temporary Use Application.

#### **Fire Department**

In order to ensure timely review and approval it is recommended that the fire rating certificate for tents greater than 12' by 12' indicated as Item a. of the Fire Department Requirements on the application is submitted along with your application. All other Fire Department Requirements will be verified through field inspection.