



Date	_____
Fee Paid:	_____
Check #	_____
Rec'd By:	_____

**ALPINE TOWNSHIP
SHORT-TERM OPEN AIR BUSINESS PERMIT APPLICATION**

5255 Alpine Ave. NW • Comstock Park, MI 49321 • (616) 784-9090 • Fax (616) 784-1234 • www.alpinetwp.org

All businesses or individuals planning to operate an outdoor sale within the Township must complete this application and obtain Zoning Administrator approval before beginning the short-term sales operation. This is required regardless of the number of days the operation is planned. Only one (1) Open Air Permit is allowed at a time for a property, regardless of the number of businesses on the property.

\$75 Application fee

Applicant's Name: _____ Date: _____

Permanent Address: _____ Phone: _____

City, State, Zip: _____

Local Address: _____ Phone: _____

City, State, Zip: _____

Employer's (Business) Name and Address:

Name: _____

Address: _____ Phone: _____

Please provide a brief description of the nature of the business and the goods to be sold:

Proposed dates and hours of operation (30 consecutive days maximum):

Address of the property to be used:

Name and address of property owner:

ADDITIONAL INFORMATION

Any Short-Term Open Air Business is permitted to have 1 sign of no more than 20 square feet or 2 signs totaling no more than 20 square feet. In no case shall the sign exceed 4 feet in height.

Signs shall not be located in the public right-of-way and shall not obscure the vision of motorists and pedestrians in a matter jeopardizing their safety. In no event shall any part of a sign be closer than 10 feet from any right-of-way line. Where the property upon which a sign is located abuts a residential or office zone, the sign shall not be placed any closer to the lot line than 10 feet.

Flashing and intermittently lighted signs and revolving signs are prohibited. Any sign of lighting that resembles or may be confused with a safety devise is also prohibited. All illumination shall be indirect and not resemble a highway sign or lighting device.

There is a maximum of three 30-day permits per calendar year for an applicant and for a property.

REQUIRED ATTACHMENTS

The Short-Term Open Air Business Ordinance can be found at www.alpinetwp.org

1. Provide written, dated and signed permission from the property owner allowing you to use the property. Please use the attached form, which details the terms of the property owner’s approval.
2. Provide a simple site plan sketch, with dimensions, identifying the site layout, current structures, and all proposed locations of the following:
 - Parking area
 - Electrical apparatus to be used
 - Merchandise storage area
 - Location of display tables
 - Dimensions and location of any tents
 - Location of all other items necessary to conduct the business
3. Provide proof of compliance with Kent County Health Department regulations (if applicable).
4. Application fee of \$75.00.
5. Tents larger than 200 sq. ft. require a separate building permit.

I understand and agree to abide by the requirements of the Short-Term Open Air Business Permit.

Applicant Signature: _____

Applicant Printed Name: _____

Date: _____

ZONING ADMINISTRATOR REVIEW:	
<input type="checkbox"/>	Number of permits issued for this property in this calendar year
<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	NOT APPROVED
REASON: _____	
SIGNED: _____	DATE: _____

PROPERTY OWNER AFFIDAVIT

I, _____, owner of the property described in the previous
Please print name

pages, _____ approve/ do not approve
Please enter street address of property Circle one

of the request of, _____ to conduct an open- air sale on my
Please print name

property from (date) _____ to (date) _____. I understand that during
start date end date

this period of time, no other businesses at this address may apply for or conduct a similar activity.

Please sign and date