



Waterford Township, Development Services

5200 Civic Center Drive

Waterford, Michigan 48329-3773

Telephone: (248) 674-6238 Fax: (248) 674-4097

www.waterfordmi.gov

TEMPORARY USE APPLICATION

*****Site Plan Must Be Attached. See Last Page For Example*****

Office Use Only

Fees

Date Received:

Site Plan
Attached:

Single Event:

\$50

Permit Number:

Food Truck:

Annual Review:

\$100

Scanned:

Fees Due:

Site Address:

Business Name:

Contact Person:

Phone Number:

Email Address:

Temporary Use:

(mark dates requested
on attached calendar)

Description of any
signage to be used:

Property Owner's

Signature:

Date:

Applicant's

Signature:

Date:

Approved/Denied by:

Signature:

Date:

Comments:

LEFT BLANK INTENTIONALLY

2026

January						
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November						
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BOARD OF TRUSTEES

Anthony M. Bartolotta,
Supervisor
Kim Markee, Clerk
Steve Thomas, Treasurer
Jeff Gilbert, Trustee
Sam Harris, Trustee
Marie E. Hauswirth, Trustee
Gary Wall, Trustee



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Telephone: (248) 674-6238 Fax: (248) 674-4097

DEVELOPMENT SERVICES DEPARTMENT

Jeffery M. Polkowski, AICP
Director

Dave Hills
Superintendent of Building
Division

Scott Alef
CDBG Coordinator

SECTION 4-013. TEMPORARY USE REVIEW PROCEDURES AND REQUIREMENTS

4-013.1. Purpose and Intent. In conjunction with *Section 4-001* through *4-003*, the purpose of this Section is to recognize that temporary uses, when conducted on a limited basis, can be a valuable tool for promoting the general welfare and economic vitality of a community. It is the intent of this Section to establish review procedures for the permitting of temporary uses while providing for the health, safety, and general welfare of the community.

4-013.2. Submission and Review Process.

- A. The applicant(s) obtains a temporary use review application, and plan review and fee requirements from the office of the Zoning Official.
- B. The applicant(s) submits the fee; completed application forms, including a written statement describing the requested temporary use, the start- and end-dates of the event, a written description of traffic/parking management, waste disposal, security, and similar measures to minimize any negative land use impacts; a copy of the existing approved final site plan with special event location information or plot plan for applicant(s) where no final site plan exists for the subject zoning lot; and related documentation in the quantity specified by the Zoning Official.
- C. The Zoning Official's clerical staff reviews submittal for completeness. It shall be the responsibility of the applicant(s) to ensure that they submit a complete application package in accordance with the requirements established by the Zoning Official. No progress beyond this step will occur until the applicant(s) fully complies with the application submittal requirements.
- D. Once a complete set of application materials is received, the Zoning Official shall conduct a review to ensure compliance with the Zoning Ordinance requirements.
- E. The Zoning Official shall notify the applicant(s) of any revisions required to achieve an application approvable for temporary uses. The applicant(s) shall be responsible for ensuring that the revised application contains all required revisions. This step shall be repeated until the Zoning Official confirms that the application complies with all Zoning Ordinance requirements for temporary uses.
- F. Once the Zoning Official confirms that the application meets all Zoning Ordinance requirements for temporary uses, the Zoning Official shall approve the application for a time period and frequency that complies with the Zoning Ordinance.

4-013.3. Standards for Temporary Use Reviews.

- A. An applicant(s) may substitute a mortgage survey in place of the certified survey (*See item F under the subheading Plot Plan under Plan in Section 1-007*).
- B. Temporary uses shall comply with all performance standards required under **ARTICLE II, DIVISION 2-2**.
- C. A temporary use that is a grand opening for a new business or a private not-for-profit event may be permitted by the Zoning Official for no more than thirty-one (31) consecutive calendar days. All other temporary uses are limited to no more than a combined total of one hundred forty-four (144) days during each calendar year. (*Amended 6/1/2022*)
- D. All equipment, materials, goods, poles, wires, lighting, signs and other items associated with the temporary use shall be removed from the exterior of the premises within two (2) business days of the expiration date of the temporary use permit.
- E. If a private sidewalk or pedestrian way in front of a building is used for display of merchandise as part of an approved temporary use, a minimum width of four (4) feet must remain unobstructed for pedestrian use.
- F. Temporary signs pertaining to the temporary use may be allowed during the permitted time frame of the temporary use if such signs have been identified and approved through the temporary use permit. The number, size, location, and type of temporary signs permitted to be used in conjunction with a temporary use shall be in accordance with the zoning district in which the subject zoning lot is located.
- G. In no case shall any items related to temporary uses be displayed within the public right-of-way or interfere with the clear vision area.
- H. Temporary uses, if in a parking lot, shall not reduce the number of parking spaces available to less than that required for the principal use.

With us there are no boundaries

I. Temporary uses shall be limited to the hours on the application, which shall be no earlier than 7 a.m. and no later than 10 p.m.

J. The ZBA may permit variances from subparagraphs A through I herein.

4-013.4. Additional Procedures and Requirements for Mobile Food Vending Temporary Use

Reviews. A Mobile Food Vendor that is outfitted or equipped to cook, heat, re-heat or warm food, must have an inspection from the Waterford Regional Fire Department Fire Marshals Division and receive an approval inspection sticker before it may meet all the Zoning Ordinance requirements for temporary uses. Once a complete set of application materials is received by the the Zoning Official, the applicant(s) must make an appointment with a Certified and Licensed Inspector from the Waterford Regional Fire Department to have their mobile food vending equipment inspected and must submit the additional fee requirements from the Waterford Regional Fire Department Fire Marshals Division.

A. In order to better ensure the safety of the owners, employees, operators, and patrons of the mobile food vending unit the following areas shall be inspected which include but are not limited to:

- (1) General Safety: including but not limited to the proper use of equipment, fire extinguisher use and operations, use of automatic suppression systems that the mobile food vending unit may have on board, proper fuel shutoff procedures and locations of manual shut offs and proper leak testing for all gas connections.
- (2) Fuel and Power Source Safety Checklist: including but not limited to fuel tank security and proper storage, proper fueling techniques, appropriate clearance of portable generators, appropriate clearance of heat venting appliances, appropriate clearance from vehicle exhaust, and wiring inside of the mobile food vending unit meets NFPA standards.
- (3) Propane System Integrity: including but not limited to gas and/or fuel shutoff valves are accessible, leak testing, appropriate hoses and connections are used with equipment.
- (4) Operational Safety Checklist: including but not limited to cooking safety and proper cooling times of equipment prior to moving, operation of on-board extinguishment systems and exhaust hood safety measures.

B. The Fire Marshal shall issue an annual approved inspection sticker to a Mobile Food Vendor that meets these Procedures and Requirements. The issued inspection sticker is good for one (1) year from the date of issuance.

C. The Fire Chief, or their designee, may accept an approval from an outside municipality at their own discretion, so long as the approval is in good standing with the original granting municipality and was issued within one (1) year.

D. Approved Mobile Food Vending Temporary uses shall;

- (1) Prominently display the issued inspection sticker.
- (2) Not be located in any required setback, any sight distance triangle, or required buffer.
- (3) Not present any parking, traffic, vehicular accessibility or pedestrian or other non-motorized conflicts or impediments on the property. Mobile vendors shall not block or obstruct any fire lanes. Mobile vendors shall not violate any provisions of the local or State Building Codes.
- (4) Not be located less than 20 feet from driveways, sidewalks, utility boxes, handicap ramps, building entrances or exits.
- (5) Not be located within 20 feet of any fire hydrant or fire escape.
- (6) Provide waste receptacles and remove all litter and debris on a daily basis.
- (7) Comply with the Noise Ordinance and may not use loud music or audible methods to gain attention to its operation.
- (8) Comply with all applicable federal, state and county regulations and provide a copy of the Oakland County Health Department permit.
- (9) Not leave a vending unit unattended for more than 2 hours and must not be in residential areas between 9 p.m. to 9 a.m. and not be in business areas between 11 p.m. and 7 a.m.
- (10) Not use electricity or power source without written authorization of the power customer. Any power cable device extended across any street, alley or sidewalk must be done in a safe manner.
- (11) Keep trucks attractive and kept clean.
- (12) Follow temporary event signage requirements.

E. Mobile Food Vendors that are not outfitted with the ability to cook, heat, re-heat or warm food are excluded from this Waterford Regional Fire Department Fire Marshals Division review.

SAMPLE

