



City of Farmington  
Economic & Community Development Dept  
23600 Liberty St  
Farmington, MI 48336  
(248) 474-5500  
Fax (248) 473-7261

**TEMPORARY SPECIAL EVENT PERMIT  
APPLICATION**

Business name and type: \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Applicant's address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Responsible Party (if different from Applicant) \_\_\_\_\_

Phone number and email for Responsible Party \_\_\_\_\_

Type and name of Business: \_\_\_\_\_

Hours of operation \_\_\_\_\_

**To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Farmington, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Farmington, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this special event.**

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above information, and agree that I (or the sponsoring organization) will comply with the City's Temporary Special Event Permit requirements and rules and all other City requirements, ordinances, and other laws which apply to this temporary special event.

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

- Submission Checklist:  
Signed application  
Scaled Plan with requested information  
Landlord approval (if business is a tenant)

Right of Way Permit application if needed, for any use of City or public property, including sidewalks, parking areas, or open spaces  
Insurance certificates showing City as additional insured (if applicable)

Please submit all documents to the City of Farmington Economic & Community Development Department by mail, drop off, fax at number above or email to [kchristiansen@farmgov.com](mailto:kchristiansen@farmgov.com)  
Please allow 48 hours for review of complete applications. Once any temporary measures or fixtures are installed please call 248.474.5500 24 hours prior to opening for inspection.

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**FOR OFFICE USE ONLY**

Date Submitted \_\_\_\_\_ Layout Drawing \_\_\_\_\_  
Landlord approval \_\_\_\_\_ Approval Date \_\_\_\_\_  
Application Approved: \_\_\_\_\_ Permit # \_\_\_\_\_  
Inspection complete: \_\_\_\_\_

**CITY OF FARMINGTON  
TEMPORARY SPECIAL EVENT PERMIT**

**CITY COUNCIL SPECIAL EVENT PERMIT AUTHORIZATION:**

On June 1, 2020, the Farmington City Council approved a resolution to allow added or expanded outdoor retail space and bar/restaurant seating for certain businesses within the City that are reopening after extended shutdown period. Specifically, retail establishments, restaurants, and bars may request a permit to add or expand outdoor seating and shopping areas in accordance with and for the reasons stated in the Council resolution. The resolution requires the City Administration to establish rules relating to the operation of the reopening into any expanded areas, and specifically contemplates compliance with restricted occupancy and social distancing requirements.

**PERMIT APPROVAL DATES:**

Applications may be submitted starting June 5, 2020. The Permit approval ends October 31, 2020.

**PERMIT APPLICATION PROCESS:**

Application for a Permit is required through the Farmington Economic & Community Development Department. The application is available here: <https://www.farmgov.com/City-Services/Forms-and-Permits/Planning-Commission/City-of-Farmington-APPLICATION-TemporaryOutdoor-Ga.aspx>

The application must be accompanied by a plan, which shall include the following information:

1. A scaled layout of premises, including any existing outdoor seating areas and the proposed expansion area;
2. Location of and clearances to maintain access to any fire hydrants and Fire Department connections;
3. Dimensioned access to means of egress and barrier free entrance routes (60" minimum);
4. Locations and sizes of any temporary canopies and umbrellas (max. 10ft. x10 ft. for umbrellas, with minimum 10 ft. clearance to buildings and other canopies);
5. Location and description of proposed seating (tables, chairs), complying with barrier free requirements;
6. Location of cash registers or points of payment (if any)
7. Locations and description of any fencing or seating area enclosures and egress;

8. Location of any relocated barrier free parking;
9. Facilities for waste and trash; and
10. All proposed electrical equipment, connections, and service.

**PERMIT LIMITATIONS:**

Access drives, fire lanes, Fire Department Connections (FDC)s, sprinkler/riser rooms, barrier free access, and barrier free parking must be maintained, although barrier free parking may be relocated to the nearest available location with compliant striping and signage. Alternate delivery areas are allowed provided access, egress, and fire lanes are maintained. Relocated barrier free parking must include installation of temporary striping; accessible routes, and signage.

Businesses subject to occupancy quantity and spacing restrictions may occupy up to 25% of required parking/walk area for the purposes of exterior dining and shopping on to private property, subject to the rules herein.

Temporary fabric canopies and umbrellas of up to 10 ft. x10 ft. are allowed, provided that 10 ft. of clearance is maintained between individual canopies and buildings.

Open flames, fire features, outdoor cooking, and heaters are not allowed. Electrical lighting and equipment must be exterior rated, served by weather proof and GFI protected circuits, and be protected so as to prevent tripping and damage.

All merchandise displays, chairs, tables, umbrellas, and other fixtures must be secured against overturning, winds, etc. All merchandise must be moved indoors and secured at close of business.

Tenants must provide written approval of application from their landlord or authorized representative. Multi-tenant properties must comply with the guidance of the property owner or manager regarding parking lot usage.

Trash and waste must be removed and properly disposed as needed, but at a minimum at the close of every business day.

**APPLICABILITY OF OTHER RULES/REGULATIONS**

Amplified sound must comply with the limitations of Section 19-125 of the City Code.

Restaurant/bar uses must comply with the requirements of the Oakland County Environmental Health Department. (Please contact Joshua Nelson at 248 424 7190 with questions.)

Any proposed use of City-owned property, including City-owned sidewalks or right-of-way, requires a separate application and approval of a Right of Way Permit. Application and requirements can be found here: <https://www.farmgov.com/City-Services/Forms-and-Permits/Public-Works/Right-of-Way-Permit-Application-Surety-Bond.aspx>

As part of the approval of the use of any City property, the City shall be named as an additional insured on insurance to be provided by or on behalf of the applicant. The City determination whether such insurance is acceptable to the City shall be at the City's sole discretion.

#### **ESTABLISHMENTS SERVING ALCOHOL**

The City Council's resolution granting the special event permit authorization contemplates that some restaurants or bars will use the expanded areas to serve alcohol. Businesses currently authorized sell or allow consumption of alcoholic beverages shall comply with all requirements of the State Liquor Control law, including administrative regulations and guidance issued by the Liquor Control Commission relating to COVID-19 licensed area expansions and shall comply with all requirements of Chapter 4 of the City Code. See link the Michigan LCC website for streamlined outdoor licensing:

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_10570\\_67570-529626--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_10570_67570-529626--,00.html)

Approval of a permit application proposing to serve and/or sell alcohol in an expanded area in accordance with the MLCC rules/guidance will serve as the City's approval for purposes of MLCC requirements. As part of the approval involving the sale or service of alcohol, the City shall be named as an additional insured on insurance to be provided by or on behalf of the applicant. The City determination whether such insurance is acceptable to the City shall be at the City's sole discretion.

#### **RULES SUBJECT TO AMENDMENT**

The Economic & Community Development Department reserves the right to amend these rules at any time as it determines to be appropriate under the circumstances.

#### **REVOCAION OF PERMIT**

An approved permit may be revoked by the Director of the Economic & Community Development Department if the applicant fails, neglects, or refuses to fully comply with any and all provisions and requirements set forth in the City's Council's resolution, these rules, or any and all provisions, regulations, ordinances, statutes, or other law incorporated by reference of the Code of Ordinances.