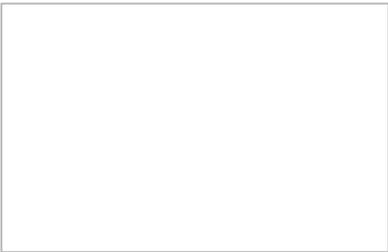


# TEMPORARY USE/EVENTS



40555 Utica Road, P.O. Box 8009  
 Sterling Heights, Michigan 48311-8009  
 Phone (586) 446-2360 Fax (586) 276-4061



PTU16-

Schedule temporary sign inspections online at [www.sterling-heights.net](http://www.sterling-heights.net)

Job Location Street Address		Date of Application	
<b>*EMAIL ADDRESS REQUIRED*</b>		<b>**All correspondence will be emailed**</b>	
Applicant Name		Telephone Number	
Applicant Address	City	State	Zip Code
Property Owner (Co-Applicant) Name		Telephone Number	
Address	City	State	Zip Code
Business Name	Business Address		
<b>Purpose of Request (be specific)</b>			

Dates (To/From) \_\_\_\_\_ Hours \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**List previously approved, and duration of, all Temporary Uses (since January of current year)**

<b>Temporary Use/Events</b>	<b>\$260</b>	<p align="center"><b>Please submit the following as an attachment</b></p> <ol style="list-style-type: none"> <li>1. Proof of insurance with City of Sterling Heights listed as certificate holder.</li> <li>2. Required Licenses</li> <li>3. Signs</li> <li>4. Copy of Drivers License</li> <li>5. Layout of tent (if applicable)</li> </ol> <p><b>Accurate plot plan must be submitted with this application. The plot plan must include;</b></p> <ol style="list-style-type: none"> <li>1. North arrow</li> <li>2. Street(s), locations and name(s).</li> <li>3. All existing and proposed structures.</li> <li>4. Lot dimensions and dimensions of all existing and proposed structures.</li> <li>5. All driveways - existing and proposed.</li> <li>6. Off-street parking and surface type(i.e., asphalt, gravel, etc.).</li> <li>7. Drawing must be to scale.</li> </ol>
Height		
Width		
Square Feet		
<i>Do not locate sign between street &amp; sidewalk.</i>		
<i>Sign max 32 square feet.</i>		
<b>PERMIT EXPIRES WITHIN SIX MONTHS</b>		
Is this a New Sign? OR		
Is this a Renewal Sign?		
<b>Total Fee</b>	<b>\$260</b>	

\*\*\*\*\* SUBMIT APPLICATION WITH COMPLETE PLANS FOR REVIEW \*\*\*\*\*

**FOR ALL SIGNS:** Include images, dimensions and setbacks (12' from property line) of all existing & proposed signs, method of attachment & any technical specifications. **NO signs in easements.**

Documentation must be included that verifies ownership or interest in the property (i.e., Warranty Deed, Land Contract, Lease Option, etc.)

*IMPORTANT - READ BEFORE SIGNING*

*Any false or incomplete information in this application may result in the denial of the requested temporary use.*

*The signature of legal owner represents owner's approval of the temporary use on the above described parcel. If signing for a partnership, assumed name business or corporation, I certify I am authorized to act on its behalf.*

*Property owner and applicant shall be jointly responsible for compliance with all conditions of approval.*

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Signature of Applicant

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Print name/Title

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Signature of Property Owner (Co-Applicant)

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Print name/Title