

# Temporary Uses

## Overview

### Who approves temporary uses?

Minor temporary uses and buildings may be approved by the Planning Director. All other temporary uses are approved by the Zoning Board of Appeals (ZBA).

At the discretion of the Planning Director, an application for a minor temporary use may be referred to the Zoning Board of Appeals for review and approval.

### What is the difference between minor and major temporary uses?

Minor temporary uses include minor buildings and uses of a temporary nature. Such uses may include seasonal sales; tent sales; holiday sales; on-site sales offices for new developments; on-site events of places of worship, schools, or nonprofit groups; and the like.

Uses that are not determined to be minor are classified as major temporary uses.

### What do I need to know about applying for and conducting a temporary use?

- Applications for temporary use permits must clearly demonstrate that there will be no adverse impacts on adjoining properties and residences from the temporary use or building.
- The erection, construction, completion, use and maintenance of any temporary structure shall at all times be in full compliance with all state statutes, public health regulations and Township ordinances.
- All setback, land coverage, lighting, off-street parking and other requirements for the temporary use shall be established and made at the discretion of the approving body.
- The approval of a temporary use shall in no way constitute a change in the basic uses permitted in the zoning district or on the subject property.



# Temporary Uses

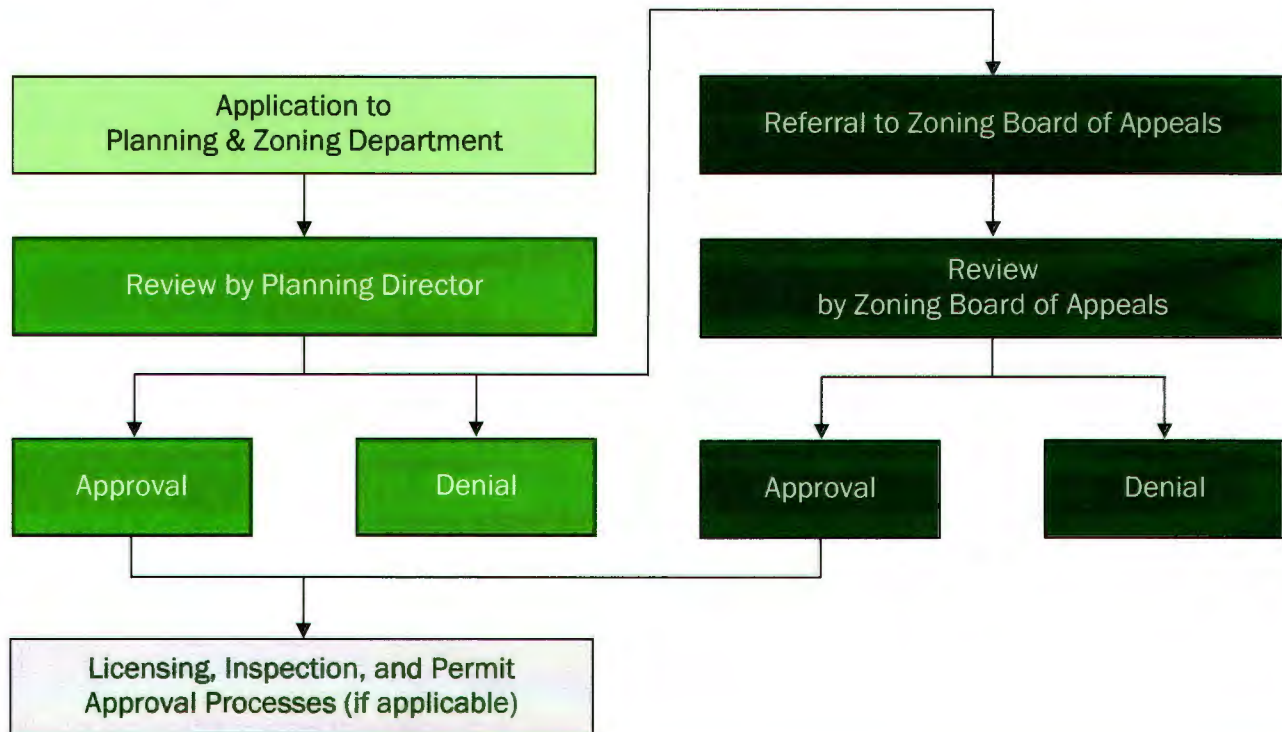
## Minor Temporary Uses

### What are the application requirements for a minor temporary use?

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- If the property is not owned by the applicant, one (1) letter signed by the legal property owner authorizing the applicant to use the property for the specified temporary use for the specified time period.*
- One (1) sketch plan, drawn to scale, illustrating the proposed temporary use or building on the property.
- Written description of the nature of the temporary use or building and the proposed time period to be covered by the permit.
- Statement indicating that the temporary use or building will be removed immediately upon expiration of the temporary use permit.
- Certificate of Insurance in the amount of \$1,000,000 naming Shelby Township as an insured party.
- Review fee.

### What are the procedures for approval of a minor temporary use?

Upon receipt of a complete application, the Planning Director will review the request and either approve it, deny it, or refer it to the Zoning Board of Appeals for review and final approval.



# Temporary Uses

## Major Temporary Uses

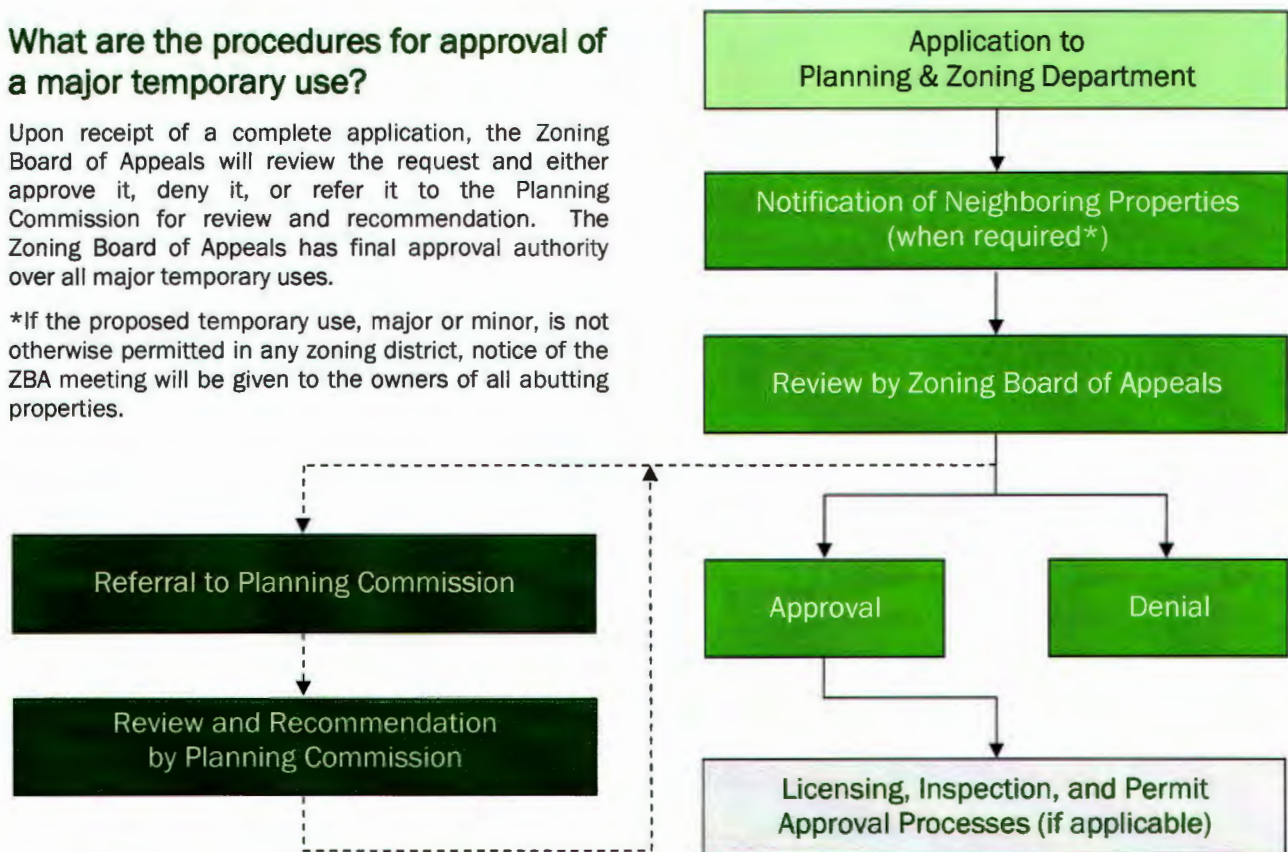
### What are the application requirements for a major temporary use?

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- If the property is not owned by the applicant, seven (7) copies of a letter signed by the legal property owner authorizing the applicant to use the property for the temporary use for the specified time period.
- Seven (7) copies of a sketch plan, drawn to scale, illustrating the proposed temporary use or building on the property.
- Seven (7) copies of a written description of the nature of the temporary use or building and the proposed time period to be covered by the permit.
- Bond, in an amount to be determined by the ZBA, to ensure removal immediately upon expiration of the temporary use permit.
- Review fee.

### What are the procedures for approval of a major temporary use?

Upon receipt of a complete application, the Zoning Board of Appeals will review the request and either approve it, deny it, or refer it to the Planning Commission for review and recommendation. The Zoning Board of Appeals has final approval authority over all major temporary uses.

\*If the proposed temporary use, major or minor, is not otherwise permitted in any zoning district, notice of the ZBA meeting will be given to the owners of all abutting properties.



# Temporary Uses

## Common Questions

### Do I need to attend any meetings?

Minor temporary uses may not require any meetings.

If your minor temporary use application is referred to the Zoning Board of Appeals for review and approval, or if you are requesting approval of a major temporary use, you will be notified of all meetings with your request on the agenda. It is strongly recommended that you have representation at all meetings at which your request will be discussed.

The Zoning Board of Appeals may take action on a request whether you are in attendance or not; however, action may be postponed if you are not available for questions.

### Does approval allow me to commence my temporary use?

Final approval may not necessarily authorize construction or commencement of the use.

Applicants should note that some temporary uses may require a vendor's license through the Shelby Township Clerk's Office.

In some instances, inspections may be required by the Building Department and Fire Department. A building permit may also be required.

### Can a temporary use permit be revoked?

Yes. A temporary use permit may be revoked for any temporary structure or use for any violation of the terms of the approval.

### How long is approval valid?

The approving body shall specify the time period covered by the approval.

The Planning Director and Zoning Board of Appeals may permit minor and major temporary uses for periods up to six (6) months. Extensions may be granted for up to six (6) months at a time.

In no instance shall any temporary structure be permitted to exist for more than two (2) years.

Major temporary uses that are not otherwise permitted in any zoning district may be permitted by the Zoning Board of Appeals for periods up to twelve (12) months. Extensions may be granted for up to twelve (12) months at a time.

### Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243

Email: [planning@shelbytp.org](mailto:planning@shelbytp.org)

Address: 52700 Van Dyke

Shelby Township, MI 48316



APPLICATION FORM
MINOR TEMPORARY USE

Office Use

Application No. Date Received Review Fee Receipt No.

I. APPLICANT (A completed Applicant Information Form must accompany this application.)

APPLICANT'S NAME
ADDRESS
CITY STATE ZIP
PHONE FAX

II. PROPERTY INFORMATION

PROPERTY ADDRESS
GENERAL LOCATION
LEGAL DESCRIPTION ATTACHED ON SKETCH PLAN
PROPERTY IDENTIFICATION NO.
PROPERTY SIZE (acres) FRONTAGE (feet)
EXISTING ZONING ZONING OF SURROUNDING PROPERTY
CURRENT USE
PROPOSED TEMPORARY USE
PROPOSED TIME PERIOD FOR TEMPORARY USE

III. OWNERSHIP INFORMATION

LEGAL OWNER
ADDRESS
CITY STATE ZIP
PHONE FAX

IV. SIGNATURES (This application form must be signed by both the applicant and legal owner of the property.)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

SIGNATURE OF LEGAL OWNER

(Print/type name of applicant)

(Print/type name of legal owner)



**APPLICANT INFORMATION FORM**

Office Use  
Application No. \_\_\_\_\_ Date Received \_\_\_\_\_ Copy of driver's license attached?  
 Yes  No

**I. TYPE OF APPLICATION** (The appropriate Application Form must accompany this form.)

- SITE PLAN     SPECIAL LAND USE     TREE PERMIT     CLASS A NONCONFORMING USE
- ZONING BOARD OF APPEALS     REZONING     MINOR TEMPORARY USE
- CONDOMINIUM SUBDIVISION     SUBDIVISION     SIGN PERMIT

**II. APPLICANT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_

(A copy of both side of the applicant's driver's license must be attached. Fax copies will not be accepted.)

**III. SIGNATURE**

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
(Print/type name of applicant)