Special Events Application

SPECIAL EVENTS: Community-wide service, education, civic, and entertainment uses open to the general public.

Submit to Springfield Township Supervisor's Office, 12000 Davisburg Road, Davisburg, MI 48350

SPRINGFIELD CHARTER TOWNSHIP

Applicant_____

Address_____

City_____State_____Zip_____Phone#_____

Email_____

Site Address_____Property ID #_____Zoning_____

Property Owner of Record_____

Single Event (Up to one week) Date(s):_____

Annual Event (Up to Six Separate Events) Dates:_____

Application must be filed 10 days prior to event

Description of special event: _____

Locations of off premises signs: _____

_____

Dates of sign display: _____

Please attach a site plan to scale, showing the proposed items:

1. **Special Event area. If event includes promotional sale, define area of sales.**
2. **Parking area and spaces available.**
3. **Storage area.**
4. **Any temporary tents or structures. Include square footage. (May be placed up to three days prior to an event and must be removed within three days of conclusion of each scheduled event.)**
5. **Ingress/egress from site.**
6. **Any temporary signage including all locations, all dimensions, distance from the road and distance from adjoining property lines. Signs may be displayed 21 days before event and through the duration of the event. Up to ten signs may be allowed on or off premises, spaced 50 feet apart.**
7. **Include permit fee of $25.00. Or $50.00 for annual permit.**

Applicant's Signature_____Date_____

Owner of Record Signature_____ Date_____

Special Event Fee: $25.00 OR $50.00 **Paid:_____**

Springfield Township Use Only

Approved by:	Comments:
Date Issued: Date Expired:	