



Date	_____
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Rec'd By:	_____

**ALPINE TOWNSHIP  
SHORT-TERM OPEN AIR BUSINESS PERMIT APPLICATION**

5255 Alpine Avenue NW ~ Comstock Park MI ~ 49321 Phone: (616) 784-9090 FAX (616)784-1234 [www.alpinetwp.org](http://www.alpinetwp.org)

All businesses or individuals planning to operate an outdoor sale within the Township must complete this application and obtain Zoning Administrator approval before beginning the short-term sales operation. This is required regardless of the number of days the operation is planned. Only one (1) Open Air Permit is allowed at a time for a property, regardless of the number of businesses on the property. \$75 Application fee

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Employer's (Business) Name and Address:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Please provide a brief description of the nature of the business and the goods to be sold:

\_\_\_\_\_  
\_\_\_\_\_

Proposed dates and hours of operation:

\_\_\_\_\_

Address of the property to be used:

\_\_\_\_\_

Name and address of property owner:

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

Any Short-Term Open Air Business is permitted to have 1 sign of no more than 20 square feet or 2 signs totaling no more than 20 square feet. In no case shall the sign exceed 4 feet in height.

Signs shall not be located in the public right-of-way and shall not obscure the vision of motorists and pedestrians in a matter jeopardizing their safety. In no event shall any part of a sign be closer than 10 feet from any right-of-way line. Where the property upon which a sign is located abuts a residential or office zone, the sign shall not be placed any closer to the lot line than 10 feet.

Flashing and intermittently lighted signs and revolving signs are prohibited. Any sign of lighting that resembles or may be confused with a safety device is also prohibited. All illumination shall be indirect and not resemble a highway sign or lighting device.

**REQUIRED ATTACHMENTS**

The Short-Term Open Air Business Ordinance can be found at [www.alpinetwp.org](http://www.alpinetwp.org)

1. Provide written, dated and signed permission from the property owner allowing you to use the property. Please use the attached form, which details the terms of the property owner's approval.
2. Provide a simple site plan sketch, with dimensions, identifying the site layout, current structures, and all proposed locations of the following:
  - Parking area
  - Electrical apparatus to be used
  - Merchandise storage area
  - Location of display tables
  - Dimensions and location of any tents
  - Location of all other items necessary to conduct the business
3. Provide proof of compliance with Kent County Health Department regulations (if applicable).
4. Application fee of \$75.00.
5. Tents larger than 200 sq. ft. require a separate building permit.

**I understand and agree to abide by the requirements of the Short-Term Open Air Business Permit.**

**Applicant Signature:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ZONING ADMINISTRATOR REVIEW:**

Number of permits issued for this property in this calendar year

**APPROVED**       **NOT APPROVED**

**REASON:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# PROPERTY OWNER AFFIDAVIT

I, \_\_\_\_\_, owner of the property described in the previous  
Please print name

pages, \_\_\_\_\_ approve/ do not approve  
Please enter street address of property Circle one

of the request of, \_\_\_\_\_ to conduct an open- air sale on my  
Please print name

property from (date) \_\_\_\_\_ to (date) \_\_\_\_\_. I understand that during  
start date end date

this period of time, no other businesses at this address may apply for or conduct a similar activity.

\_\_\_\_\_  
Please sign and date