

APPLICATION FOR SPECIAL EVENT APPROVAL

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

The undersigned hereby requests a review by the Holland Charter Township Zoning Administrator for the following Special Event:

Nature of Special Event (be specific): _____

Event Address: _____

Parcel Number: 70 - 16 - _____ - _____ - _____ Zoned as: _____

Dates of Event: _____ Hours of Event: _____

Maximum Anticipated Attendance During the Event's Peak Hour(s) of Operation: _____

Applicant's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

Two (2) copies of this form and a corresponding site plan that addresses each of the attached site plan requirements must be submitted to the Zoning Administrator no later than four (4) weeks prior to the Special Event's start date. Applications submitted without the required site plans shall not be accepted.

Property Owner's Certification

I, the undersigned owner of the above-described property, certify that I understand conditions and restrictions may be placed upon any special event approval as deemed necessary by Holland Charter Township and hereby agree to conform to and abide by any and all such conditions and restrictions.

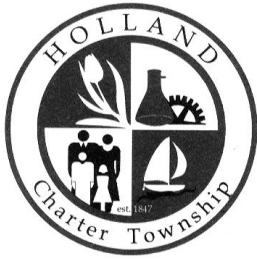
I further agree to authorize representatives from Holland Charter Township to enter my property in order to review the particulars of my request.

Owner's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____



SPECIAL EVENTS SITE PLAN CHECKLIST

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

All site plans submitted MUST contain all the following information unless certain information is waived by the Community Development Department: (check each item that is shown on the plan or note why it is not)

- ☐ A. Site Plan drawn to scale shall indicate the:
 - ☐ A1. Preparation date, north arrow, and plan scale (1" = 10', 20', 30', 40' etc.).
 - ☐ A2. Location of R.O.W. lines, Property lines, and applicable Setback lines.
 - ☐ A3. Location of existing streets, drives, and parking lots, including loading space(s) and arrangement and number of standard parking spaces and accessible parking spaces.
 - ☐ A4. Location of existing parking lots and the proposed arrangement of standard parking spaces and accessible parking spaces.
 - ☐ A5. Location of existing improvements, including the size and type of existing buildings or structures, fencing, lighting, and signs.
 - ☐ A6. Location of Special Event amenities, including the size and type of proposed structures, tents, display areas/tables, food vending/concession stands, cooking apparatus, seating areas, fencing, and signs*.
 - ☐ A7. Location of proposed lighting, including locations of generators and cords.
 - ☐ A8. Location of proposed restrooms, hand washing stations, and solid waste containers.
 - ☐ A9. Location and width of emergency access routes.
- ☐ B. Additional information which the official reviewing and approving the site plan may request - which is reasonably necessary to evaluate the site plan.

* If signs are proposed for the special event, a Portable Sign Permit must be approved prior to installing any such sign.