



*Note: Applications Received within 60 Days of Event may be subject to immediate denial*

# City of Pontiac Special Event Permit Application

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**Date of Application:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Detailed Description of Event:** \_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates/Hours of Event:** \_\_\_\_\_

**Dates/Hours of Set-up:** \_\_\_\_\_

**Date/Hours of Tear-Down:** \_\_\_\_\_

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

**Organization Address:** \_\_\_\_\_

**Organization Phone:** \_\_\_\_\_

**Contact Person/Phone:** \_\_\_\_\_

**Contact Fax Number:** \_\_\_\_\_

**On-Site Manager:** \_\_\_\_\_

The special event permit application shall be submitted to the City Planning Department, who shall distribute the application to any city departments affected by the special event for review and comment. These departments may include the building department, police department, fire department, city clerk, public works director, or any other city department. In reviewing the application, the departments shall consider traffic circulation, parking, sign placement, and surrounding uses. Please be advised that a non-refundable \$500.00 administrative site plan review fee due on submission of this application.

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**Signature of Applicant**

**Date**

## Temporary and Special Events

Special and Temporary events may be permitted in any zoning district provided that the special event does not harm or interfere with the use of neighboring premises or harm the health, safety, and welfare of any person.

- A. **Duration.** Special or temporary events may be scheduled for a single period not exceeding 30 days during a calendar year, or for up to four nonconsecutive 10 day periods during a calendar year. Nonconsecutive is defined as the end of one period and the beginning of another period being separated by more than 6 calendar days.
- B. **Application.** Any special event shall obtain an application from the building or planning department. The application shall include the following information:
  - a. Sponsor's name and representative's contact numbers;
  - b. Name of use or event;
  - c. Dates, times, and location of the use or event;
  - d. Site, number, and location of all signs;
  - e. If a City Business License is required;
  - f. The expected number of participants.
- C. **Sketch Drawing.** The application shall also include a sketch drawing of the premises on which the special or temporary event will be held. The sketch drawing must show the entrance and exit to the use or event, parking areas, signs, and other pertinent details as requested by the appropriate department. If the special event is to be held at more than one location, such as a tour of buildings, the application shall include a map of the relevant details at each of the participating buildings or sites.
  - a. Your sketch drawing/site plan should include the following (if applicable):
    - i. Tents
    - ii. Signs
    - iii. Booths
    - iv. Canopies
    - v. Tables
    - vi. Portable toilets
    - vii. Rides
    - viii. Temporary structures or displays of any kind (picture required if deemed necessary by staff)
    - ix. Parking arrangements
    - x. Street closures/location of barricades
- D. **Signs.** Temporary signs associated with the special or temporary event shall comply with the requirements of the Zoning Ordinance. If multiple sites are listed, one temporary sign may be placed at each site. Signs connected with a special or temporary event may be displayed for up to 30 days prior to the event and shall be removed not more than three days after the event.
- E. **Vendor/Peddlers.** Applications must be submitted 48 hours prior to the event. All vendors are required to have a background check and be compliant with Article XXIII of the Pontiac Municipal Code.

- a. All food/beverage vendors must have Oakland County Health Department approval.  
Attach copy of Health Dept. approval.
- F. **Bonds.** The City may require bonds for clean-up, water usage, etc. Bonds are required to be paid 48 hours prior to the date of the event and shall be returned back to the bond holder within two weeks once authorization is given by the appropriate authority.
- G. **Insurance Required.** Liability insurance is required to be submitted to the Director of Community Development. Please submit a copy of your standard certificate with your completed application, which will be reviewed for compliance with the City’s insurance requirement. Insurance certificate must be submitted at least two weeks prior to the date of the event.
- H. **Permits.** Permits (building, sign, electrical, hydrant, right-of-way, etc.) and fees must be obtain/submitted at least two weeks prior to the event.
- I. **Notification.** Applicant must notify all potentially affected property owners and advise them of the date and time of the proposed event, and a description of the activity. Applicant must provide a copy of the letter and distribution list to the clerk’s office prior to the commission hearing. (Sample letter included in application) The City may waive this requirement if other notification methods our deemed appropriate.
- J. **Review.** The special event permit application shall be submitted to the City, who shall distribute the application to any city departments affected by the special event for review and comment. These departments may include the building department, police department, fire department, city clerk, public works director, or any other city department. In reviewing the application, the departments shall consider traffic circulation, parking, sign placement, and surrounding uses.
- K. **Decision.** The City shall approve, approve with conditions, or deny the application within 60 days of the receipt of the application.
- L. **Effect the Denial.** The sponsor of any application that is denied by the City may appeal the decision to the Zoning Board of Appeals.

Additional Required Information:

1. Organization Type: \_\_\_\_\_
2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) Attach an additional page if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If the event is a fundraiser, list beneficiary and expected income.  
\_\_\_\_\_  
\_\_\_\_\_
4. Total Number of people expected to attend per day: \_\_\_\_\_
5. Is amplification of music or speakers anticipated? (sound permit required) \_\_\_\_\_
6. Will alcoholic beverages be served? (State LCC Permit required) \_\_\_\_\_

7. What Food/Beverages/Merchandise be sold?

Vendor Name	Goods to be sold

8. Will the event required safety personal (police, fire, paramedics)? If yes, please describe actions that will be taken to provide these services:

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9. Will street closures be necessary? If yes, include a detail map. Indicate the date and time for closing and re-opening including set-up and tear-down.

<b>Closing - Date/Time</b>
<b>Re-Opening - Date/Time</b>

10. Will the event required any public utility connections? \_\_\_\_\_

- Electrical
- Water/Fire Hydrant
- Telephone
- Ground
- Other \_\_\_\_\_

# Special Event Request Notification Letter

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

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City of Pontiac requires that any property owners or business owners that may be affected by the special event listed below be notified of the date and time of the proposed event.

## Event Information

**Name of Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates/Times of Event:** \_\_\_\_\_

**Brief Description of Event/Activity:** \_\_\_\_\_

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

**Dates/Times of Set-Up:** \_\_\_\_\_

**Dates/Times of Tear-Down:** \_\_\_\_\_

Should you have any questions regarding this Special Event please contact the following:

**Event Organizer:** \_\_\_\_\_

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

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

A map showing street closures must be attached.