

# TEMPORARY USE/EVENTS

PTU



**CITY OF  
Sterling Heights  
PLANNING**

40555 Utica Road, P.O. Box 8009

Sterling Heights, Michigan 48311-8009

Email Address: [shplanning@sterlingheights.gov](mailto:shplanning@sterlingheights.gov)

Phone (586) 446-2360

Job Location Street Address	Date of Application		
<b>*EMAIL ADDRESS REQUIRED*</b>		<b>**All correspondence will be emailed**</b>	
Applicant Name	Telephone Number		
Applicant Address	City	State	Zip Code
Property Owner (Co-Applicant) Name	Telephone Number		
Address	City	State	Zip Code
Business Name	Business Address		
<b>Purpose of Request (be specific)</b>			

**Dates (To/From)** \_\_\_\_\_ **Hours** \_\_\_\_\_ **a.m. to** \_\_\_\_\_ **p.m.** \_\_\_\_\_

**List previously approved, and duration of, all Temporary Uses (since January of current year)**

Temporary Use/Events	\$305	<b>Please submit the following as an attachment</b>
Height		1. Proof of insurance with City of Sterling Heights listed as certificate holder.
Width		2. Required Licenses
Square Feet		3. Signs
Do not locate sign between street & sidewalk.		4. Copy of Drivers License
Sign max 32 square feet.		5. Layout of tent (if applicable)
TEMP SIGN PERMIT VALID FOR 30 DAYS		<b>Accurate plot plan must be submitted with this application. The plot plan must include;</b>
Is this a New Sign? OR		1. North arrow
Is this a Renewal Sign?		2. Street(s), locations and name(s).
Total Fee	\$305	3. All existing and proposed structures.
		4. Lot dimensions and dimensions of all existing and proposed structures.
		5. All driveways - existing and proposed.
		6. Off-street parking and surface type(i.e., asphalt, gravel, etc.).

\*\*\*\*\* SUBMIT APPLICATION WITH COMPLETE PLANS FOR REVIEW \*\*\*\*\*

**FOR ALL SIGNS:** Include images, dimensions and setbacks (12' from property line) of all existing & proposed signs, method of attachment & any technical specifications. **NO signs in easements.**

Documentation must be included that verifies ownership or interest in the property

***IMPORTANT - READ BEFORE SIGNING***

*Any false or incomplete information in this application may result in the denial of the requested temporary use.*

*The signature of legal owner represents owner's approval of the temporary use on the above described parcel. If signing for a partnership, assumed name of the business or corporation, I certify I am authorized to act on its behalf.*

*Property owner and applicant shall be jointly responsible for compliance with all conditions of approval.*

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Signature of Applicant

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Print name/Title

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Signature of Property Owner (Co-Applicant)

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Print name/Title