



Bloomfield Township Planning Division  
P.O. Box 489 4200 Telegraph Road  
Bloomfield Township, MI 48303-0489  
Phone (248) 433-7795 ■ Fax: 433-7729  
Website: <http://www.bloomfieldtp.org>

## SPECIAL EVENT APPLICATION

### GENERAL INFORMATION

Date of application: \_\_\_\_\_ Name of event: \_\_\_\_\_

Date and hours of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Description & purpose of event: \_\_\_\_\_

\_\_\_\_\_

Is this the first time the event has taken place in Bloomfield Township? If no, describe

\_\_\_\_\_

Has this event taken place outside of Bloomfield Township? If yes, describe

\_\_\_\_\_

### CONTACT INFORMATION

Sponsor Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### EVENT INFORMATION

How many people are expected to attend the event per day? \_\_\_\_\_

Will volunteers be present to assist with safety and security? Describe

\_\_\_\_\_

What arrangements have been made for parking? \_\_\_\_\_

\_\_\_\_\_

Will someone be supervising the parking? \_\_\_\_\_

Will street closures be necessary? If yes, define \_\_\_\_\_

\_\_\_\_\_

# SPECIAL EVENT APPLICATION -2

Will food, beverages or merchandise be sold? \_\_\_\_\_

Will food be prepared outdoors using a grill or open flame? Describe \_\_\_\_\_

Will alcoholic beverages be served? \_\_\_\_\_

Indicate the location of available restroom facilities: \_\_\_\_\_

Describe any entertainment that will take place outdoors.

Will a music or sound amplification system be used? Describe \_\_\_\_\_

Indicate which of the following items will be added to the property for this event:

	<u>Quantity</u>	<u>Size</u>	<u>Location</u>
Awning	_____	_____	_____
*Canopy	_____	_____	_____
Grill	_____	_____	_____
Stage	_____	_____	_____
Tables	_____	_____	_____
*Tents	_____	_____	_____
Other	_____	_____	_____

\*Note: Tents and canopies 120 square feet or greater which are intended for commercial uses and located on commercial or residential property will also require a building permit. Using a site plan or mortgage survey indicate the placement and distance to the lot lines of each item added to the property for the event.

Describe the size and location of any signage that will be in the area of the event

Note: Please provide a colored rendering of all temporary signs indicating the overall height and placement of each sign. Signs must be located on private property and not within the road right-of-way.

Describe any additional information regarding this event:

# SPECIAL EVENT APPLICATION -3

Along with this application please submit the following:

- A site plan or mortgage survey indicating the placement and distance to the lot lines of each item (including signs) added to the property for the event.
- A colored rendering of all temporary signs, indicating overall height and placement.
- Written comments from the homeowners association and adjacent neighbors are required for all events with outdoor music and/or off-site parking.
- The attached Bloomfield Township Hold Harmless agreement. Notary services are available in the Township offices.
- Application fee of \$300.00.

## SIGNATURES

By signing this application, the project property owner, applicant, and contact person are indicating that all information contained in this application, all accompanying plans, and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. An application fee is required at time of application in accordance with the fee schedule as adopted by the Board of Trustees.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

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Signature of Applicant	Print Name of Applicant	Date
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Signature of Property Owner	Print Name of Owner	Date
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Signature of Association President (if applicable)	Print Name of Assoc. President	Date
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### OFFICE USE ONLY:

Date Filed: \_\_\_\_\_ Application accepted by: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date Of Appeal: \_\_\_\_\_

# SPECIAL EVENT APPLICATION –4

## SPECIAL EVENT APPLICATION PROCEDURE

Major event means a special event that significantly impacts the community due to one or more of the following conditions: duration of event, attendance, number and type of temporary structures, impairment to vehicular or pedestrian traffic and/or parking, or hindrances in the public way. Examples of a major event may include: national golf tournaments, the “Dream Cruise”, grand opening celebrations, or other similar events. Major events shall comply with the following special event requirements.

Minor event means a special event that compared to a major event has less impact on the neighbors and adjacent public ways and which may include temporary structures and parking conditions. Examples of a minor event may include: charity events, large outdoor gatherings that may include temporary structures such as tents or canopies. Minor events shall comply with the following special event requirements.

A “Special Event” permit shall be required upon approval by the Design Review Board prior to any activity for such an event to take place in all Zoning Districts of Bloomfield Township when any one (1) of the following criteria may be found as determined by the Township Supervisor:

1. Any event that may exceed a 48-hour period.
2. Impairment to vehicular or pedestrian traffic and/or parking or the public road right-of-way.
3. Protection of public and private health, safety, welfare and property.
4. Use of pyrotechnical equipment.
5. Over-night occupancy (Section 42-5.5).
6. Over-night parking of vehicles equipped for camping (Section 42-5.5).
7. Over-night parking of trailers or mechanical equipment (Section 42-5.5).
8. Use of electricity, mechanical devices, or auxiliary lighting. (Section 42-5.1 & Section 42-5.5).
9. Location of equipment, structures or devices within the road right-of-way (Section 42-5.1).
10. Location of equipment, structures or devices in any yard other than in a rear yard. (Section 42-5.1).
11. Placement of more than one (1) “Accessory Sign” or more than one (1) “Non-Accessory Sign” (Section 42-5.9).
12. When a violation of the zoning district restriction may occur.

### Procedure for major events

Major event inquiries shall be made to the Code & Ordinance Division in accordance with the Township’s Special Event Ordinance (Section 42-6.3) adopted by the Township Board. When applicable, application forms shall be submitted that contain such information and be in such form as the Township Board may prescribe. Prior to the approval of a major event, the Design Review Board may impose any other condition(s) reasonably calculated to protect the health, safety, welfare and property of persons in attendant or of citizens of the Design Review Board.

1. No person, entity, corporation and/or organization shall hold and/or conduct a major event within the Township without first obtaining approval from the Township Supervisor.
2. Application forms may be obtained, reviewed and returned to the Township Design Review Board for review, comment and evaluation of fees. The Township has the sole and complete discretion in deciding whether to issue a permit for a major event based on public safety and general welfare of the community.
3. The Township shall be reimbursed for all costs incurred in providing services for a major event including but not limited to police, fire, and sanitation services or arranging for traffic alterations.

# SPECIAL EVENT APPLICATION –5

## Procedure for major events (continued)

4. Permit applications must be submitted with the application fees when applicable at least 60 days prior to the date of the proposed major event. All application fees when deemed necessary are non-refundable.
5. The major event sponsor shall obtain liability insurance for the special event in an amount to be established from time-to-time by resolution of the Township Board, with said liability insurance to also name the Township as an additional insured and the major event sponsor shall provide proof to the Township by means of a Certificate of Insurance establish that said insurance is in full force and effect and names the Township as an additional insured. The major event sponsor shall also execute and file with the Township, prior to the Township's issuance of a special event permit, a hold harmless agreement in which the major event sponsor agrees to hold harmless and indemnify the Township and its officers, employees, contractors, subcontractors, attorney's fees, for personal injury, property damage and/or any and all injuries and/or damages resulting and/or arising from the major event and/or from any actions and/or omissions of the major event sponsor and/or their officers, employees, contractors, subcontractors, representatives and/or agents.
6. Corporate Surety bond, letter of credit or cashier's check in the exact amount shall be determined by the Township Board that shall indemnify the Township of Bloomfield, its agents, officers, and employees and the Township Board against any and all loss, injury or damage whatever arising out of or in any way connected with the major event site.
7. Applications granted by the Design Review Board are valid for that calendar year only. Separate applications to the Design Review Board are required for the following year.
8. Applications for major events must include
  - a. A detailed map of the major event site.
  - b. A detailed description of all major event activities.
  - c. Proof of public liability insurance when necessary.
  - d. Corporate Surety Bond, letter of credit or cashier's check when necessary.
  - e. The signature of an authorized person on behalf of the applicant.
  - f. Name, address & telephone number for a contact person during the major event.
  - g. Application fee when applicable.



# Bloomfield Township

## Schedule of Planning Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7795

**Effective date: July 1, 2021**

Request	Fee
<b>Site Plan Review</b>	
Non Residential	\$1,860 + \$10/1,000 gross bldg. sq. ft.
Residential	\$ 2,050 + \$25 per unit
<b>Rezoning/Zoning Ordinance Amendment</b>	
	\$1,500
(Site Plan Review, Rezoning, & Zoning Ordinance Amendment includes the following: \$50 Ordinance, \$127 Clerk, \$85 Fire, and \$285 Engineering/commercial or \$475 Engineering/residential fees)	
<b>Design Review Board</b>	
Design/Site Improvements/Sign	\$250+ \$50 Ordinance fee
Special Use Permit	\$200+ \$50 Ordinance fee
Special Event (DRB review)	\$250+ \$50 Ordinance fee
Plus \$95.00 Engineering Review (if applicable)	
Plus \$85.00 Fire Review (if applicable)	
Special Event (reoccurring)	\$200
<b>Subdivision (Plat) Review</b>	
	\$2,050 + \$25/per lot
(Includes \$475 Engineering, \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
<b>Special Land Use</b>	
	\$1,570
(Includes \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
<b>Lot Split</b>	
	\$1,350
<b>Lot Line Adjustment</b>	
	\$250/per lot
(Lot Split and Lot Line Adjustment includes \$95 Engineering, \$127 Clerk, and \$85 Fire fees)	
<b>Zoning Board of Appeals (each application fee includes \$125 Ordinance fee)</b>	
<b>Residential</b>	
Variance Request	\$325 or After the fact \$650
Permission Request	\$225 or After the fact \$450
<b>Commercial</b>	
Variance Request	\$500 or After the fact \$1,000
Permission Request	\$500 or After the fact \$1,000
Plus \$95.00 Engineering review (if applicable)	

Wireless Communication Facility	\$1,430
(Includes \$285 Engineering, \$85 Fire and \$127 Clerk fees)	
Zoning Compliance Letter	\$75
Online application fee	\$2

1. Revised submittals for review shall be half the initial fee for each occurrence.
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Department pursuant to Chapter 2, Article V, Division 2, Section 2-111- 2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.
4. Other Township Department Review Fees – The applicant shall be responsible for additional review fees from Township Departments/Divisions, including but not limited to Engineering and Environmental Services, Fire, Public Services, Building or Ordinance, if applicable, as adopted by the Township Board.

**SPECIAL EVENTS PERMIT  
HOLD HARMLESS LETTER  
CHARTER TOWNSHIP OF BLOOMFIELD**

TO: BLOOMFIELD TOWNSHIP

RE: Special Event: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_  
(name) (address)

Please be advised that the undersigned has requested a permit from the Township for the limited purpose of holding a Special Event in accordance with the Township's Special Events Ordinance, Chapter 24, Article III of the Bloomfield Township Code of Ordinances. Section 24-51(e) requires Permittee to provide a certification acceptable to the Township that the applicant will indemnify the Township for and hold it harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the Special Event permitted. The undersigned acknowledges and affirms that the Township has agreed to permit the Special Event, subject to all the conditions and requirements of Chapter 24 and the following condition:

**In General.**

The special event sponsor agrees to hold harmless and indemnify the Township and its officers, employees, contractors, subcontractors, representatives and agents from and against any and all liability and costs, including attorneys fees for personal injury, property damage and/or any and all injuries and/or damages resulting and/or arising from the special event and/or from any actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representatives and/or agents. This indemnification agreement indemnifies the Township, its officers, employees, contractors, subcontractors, representatives, and agents as a result of participation in or attendance at the activity, event, or use provided for in the special event permit caused by the negligent acts, errors, or omissions of the special event sponsor, its agents, contractors, subcontractors or employees unless such claim, loss, liability, damage, cost or expense is caused by the Township, its officers, employees, contractors, subcontractors, representatives or agents.

SIGNATURE: \_\_\_\_\_  
PRINT SIGNATURE NAME

TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
SIGNATURE PRINT SIGNATURE NAME

STATE OF MICHIGAN )  
) ss.  
COUNTY OF OAKLAND )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ by  
\_\_\_\_\_ of \_\_\_\_\_, a Michigan \_\_\_\_\_, on behalf of  
said \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_