

PLANNING & DEVELOPMENT SERVICES

4550 Walnut Lake Road
 West Bloomfield, MI 48323
 P. (248) 451-4818
 F. (248) 451-4871
 wbtownship.org



**OUTDOOR SEATING
 PERMIT APPLICATION**

OFFICE USE ONLY	
Date	_____
Case #	_____
Fee	_____

BUSINESS INFORMATION

Business	Phone
Plaza Name (if applicable)	Sidwell #
Onsite Responsible Person	Phone
Address	Email
City, State and Zip	

APPLICANT INFORMATION

Name	Phone
Address	Email
Mailing Address (if different from above)	
Is the applicant the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, applicant must complete Property Owner Information and attach written documentation of the legal right and property owner's consent to use the outdoor seating area.	

PROPERTY OWNER INFORMATION

Complete this section if applicant is not the property owner

Name	Phone
Address	Email
City, State and Zip	

OUTDOOR SEATING INFORMATION

Complete this section in its entirety

New Application (pre-application meeting required, please call (248) 451-4818 for an appointment) **NO ALCOHOLIC BEVERAGES MAY BE SERVED**

Renewal
 Describe Changes

Occupancy Dates _____ through _____ (removal required prior to and after)

Occupancy Hours

Number of Tables	Color	Material
Number of Chairs	Color	Material
Number of Table Umbrellas	Color	Material

Additional Items
(railings, posts, etc)

Occupancy Area Dimensions	Total Square Feet	Existing Gross Floor Area
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Application Fee (Non-Refundable) \$ 100.00

I have attached the following (incomplete application, including missing documents, will not be accepted)

<input type="checkbox"/> Completed Application	<input type="checkbox"/> Property Owner Authorization	<input type="checkbox"/> Written Narrative
<input type="checkbox"/> Dimensional Floor Plan Showing Layout	<input type="checkbox"/> Dimensional Plot Plan	<input type="checkbox"/> Appropriate Fee

Applicant Signature	Date
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OUTDOOR SEATING PERMIT TERMS AND CONDITIONS

The following terms and conditions shall apply and be considered a part of every outdoor seating permit approved and issued unless the final permit approval decision by planning commission or township board specifically decides otherwise.

1. A pre-application meeting between the Petitioner and Zoning & Planning Manager and any contractors/subcontractors is required prior to any construction. A copy of the permit shall be posted in a visible location onsite. Please call 248- 451-4842 to schedule a pre-application meeting.
2. At the time of the pre-application meeting, the exact location of the request must be shown on an floor plan showing the following items
 - Existing floor plan with existing seating (indoor and outdoor) along with the existing occupant load and use group
 - Existing sidewalk dimensions
 - Written documentation of the legal right and property owner's consent to use the outdoor seating area.
3. The outdoor seating area must be at grade level and may not occupy an area in excess of 20% of the gross floor area of the permitted use.
4. The outdoor seating area may not be used for the consumption or service of alcohol.
5. Food or beverage may not be stored, prepared or sold or offered for sale in the outdoor seating area, with this prohibition applying to vending machines. No alcoholic beverages may be served.
6. Signs are not allowed in the outdoor seating area.
7. Any lighting shall be shielded so as to prevent glare to adjacent property, public right-of-ways, and pedestrians.
8. Live music, loudspeakers, public address systems or other types of acoustic generators are not allowed in or around the outdoor seating area.
9. The outdoor seating area must comply with all applicable construction and fire codes and other governmental laws and permit, license or approval requirements under them.
10. The outdoor seating area shall be provided with trash receptacles and be regularly maintained in a safe, clean, litter- free and orderly condition.
11. The outdoor seating area shall be located at least 50 feet from any residentially zoned property.
12. An outdoor seating area may not be located on a sidewalk unless a minimum pathway width of at least five (5) feet, or such greater width as required by the state barrier free design law, is maintained between the outdoor seating area and the edge of the sidewalk and any other structures or objects.
13. The hours of the outdoor seating area shall be consistent with the principal use.
14. All chairs, benches, tables and other installations that are part of the outdoor seating area shall be of quality, durable material and shall be removed and stored in a legal location and manner during the period from **November 1 through March 31**.
15. A new permit is required annually only if plans for the event have been amended or revised from the original application.
16. Outdoor seating areas in a public sidewalk, road right-of-way or other public property owned or controlled by the township may not be permitted under this section unless township approval is first obtained as provided in chapter 20 or other provision of the township code.
17. A final inspection by the Zoning & Planning Manager or designee shall be conducted with a report added to the case file.