

**CITY OF MONROE**  
**TEMPORARY USES, SALES, BUILDINGS;**  
**SEASONAL OR SPECIAL EVENTS**  
**Section 1269.25**

*The applicant shall submit all of the following information to the City of Monroe Building and Zoning Department:*

1. A signed copy of this application.
2. Required fee; Application fee \$150.00 plus \$20.00 per. week of operation after the first week.
3. A written statement describing the requested use and the starting and ending dates.
4. A written description of the procedures to be used for traffic/parking management, waste disposal, security and similar measures to minimize any negative impacts;
5. Proof of ownership, or if the applicant is not the owner of the land, written permission of the owner of the property to allow such an event;
6. Information establishing a reasonable liability insurance coverage is carried, to the satisfaction of the City Attorney;
7. A plot or sketch plan (to scale) illustrating property lines, adjacent land uses and zoning districts, existing and proposed buildings and structures, boundaries of proposed sales and activity areas, any proposed lighting, calculation of required parking based on the standards of article 1271, proposed traffic circulation, location of fire hydrants, location and size of any proposed signs, and any other information deemed necessary by the Building Official.
8. A Performance Guarantee or escrow determined by the applicable Review Body. The performance guarantee shall be deposited prior to the issuance of a permit. The performance guarantee shall be used by the City to pay the cost of returning the property to its state prior to the commencement of the event or shall be refunded to the proprietor upon compliance with the requirements of this Zoning Code and any other applicable ordinances.
9. If the applicant would like the fee waived, this could be achieved by writing a letter to Mayor and Council asking that all fees be waived for your event.
10. Separate Building, Electrical, Plumbing and Mechanical permits may be required.
11. If you require assistance with this application please feel free to contact the **City of Monroe Building Department at (734) 384-9186.**

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TEMPORARY USES, SALES, BUILDINGS;  
SEASONAL OR SPECIAL EVENTS  
APPLICATION**

Name of Applicant (Organization): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Location Requested:    City Park    Private Property    Public Property

PROJECT LOCATION (Address): \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT DESCRIPTION:**

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

TYPE OF BUSINESS ON SITE: \_\_\_\_\_

Application Fee    

\$ 150.00
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\$20.00 wk        

\$
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**Total Fee**

\$
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**SIGNATURES** (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

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APPLICATION**

Approved By:

Site Plan Review \_\_\_\_\_ Date \_\_\_\_\_

Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

Electrical Inspector \_\_\_\_\_ Date \_\_\_\_\_

Plumbing Inspector \_\_\_\_\_ Date \_\_\_\_\_

Fire Marshal \_\_\_\_\_ Date \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_