



Return Completed Application to:
 Downtown Development Authority
 215 W. Main Street
 Northville, MI 48167
 lward@ci.northville.mi.us

Cashier Code 24 (see acct breakdown)
 101-000-476.130= \$282 370-000-476.130= balance
 If fee is less than \$282, entire fee applied to 101-000.476.130

Application for Outdoor Retail Merchandising & Sales

APPLICANT INFORMATION (must be the business owner)

Name _____

Address _____ City _____

State _____ Zip _____ Email _____

Phone _____ Cell _____

Complete Mailing Address (if different from above) _____

BUSINESS & PROPERTY OWNER INFORMATION

Business Name _____

Business Address _____

Telephone _____ Email _____

Business License current (renewed) Yes No [Permit will not be issued if Business License is not current]

All taxes, utility billings, parking tickets, or other amounts owed to the City are current Yes No
[Permit will not be issued if any are delinquent]

Business located in the Historic District Yes No

Applicant/Business Owner also the property owner Yes No [If no, Property owner must sign below or attach signed authorization]

Property Owner Name: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

I support the request of the applicant to operate outdoor retail merchandising and sales in accordance with City Ordinance or established City Policy.

Property Owner Signature _____ Date _____

PERMIT TYPE REQUESTED

Type of permit you are applying for Sidewalk Merchandising Roadway Merchandising

New [first season applying for permit]

Renewal Describe all proposed changes to retail merchandising & sales plan that differ from the previous year's approval.

Amended Application (same outdoor season as current approved permit) **Describe all proposed changes that deviate from the current approved permit** [attach separate sheet if necessary]

RETAIL MERCHANDISING & SALES

Dimensions of City Property to be used for Retail Merchandising and Sales _____

TOTAL SQ FEET _____

Is Retail Merchandising and Sales directly in front of your business? Yes No If No, provide address location and explain why it cannot be located in front of your business.

Written authorization from business where Retail Merchandising and Sales is proposed attached (required)

Proposed layout provides for a 5 ft pedestrian clearance Yes No

Describe any impact to pedestrian traffic

Existing establishment signage is in compliance with the City's sign ordinance Yes No*

* Existing establishment signage shall be in compliance with the city sign ordinance before a permit is granted.

Proposed Occupancy Dates _____ through _____

Proposed Occupancy Hours _____

Number of Tables _____ Color _____ Material _____

Number of Chairs _____ Color _____ Material _____

Number of Umbrellas _____ Color _____ Material _____

Outdoor Covered Structure No Yes If yes, dimensions of structure? _____ = _____

Outdoor Propane Fire Pit Yes No **Note: Only propane fire pits are allowed in the Social District area**

Describe additional items such as railing, posts, flower boxes, fire pits, planters, etc.

ACCESSIBILITY OF OUTDOOR RETAIL MERCHANDISING AND SALES AREAS

All outdoor retail merchandising and sales areas must comply with the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to outdoor structures. Contact the Building Official at 248-349-1300 ext. 2709 with questions pertaining to this requirement.

INSURANCE REQUIREMENTS & HOLD HARMLESS AGREEMENT

Certificate of Insurance

- \$1M per occurrence General Liability (ALL applicants)
- Proof of a Valid Workers Compensation policy with statutory minimum limits

Required Information for Certificate of Insurance

Your insurance company must submit a valid Certificate of Insurance with the following information:

- Certificate Holder: City of Northville, 215 W. Main Street, Northville, MI 48167
- The City of Northville named as an additional insured on General Liability policy
- Certificate signed and dated by the authorized agent
- Questions from your insurance agent should be emailed to dmassa@ci.northville.mi.us

Endorsement for Additional Insured

- The Certificate of Insurance must be accompanied by a copy of your policy Endorsement. This is a separate document from the Certificate of Insurance.
- The policy Endorsement may be provided on a separate form, or be found in a section of your insurance policy that recognizes the City of Northville as an additional insured for General Liability.
- Endorsements that solely mention a lease, rental, or permit for a governmental subdivision are not accepted.

Hold Harmless Agreement

- The Hold Harmless Agreement included with this Application must be executed and submitted with the Application.

SITE DEVELOPMENT PLAN - required

ALL applicants must submit a detailed site development plan with their application.

Use the attached Site Plan template OR provide a scale site plan (i.e. architectural plan). Applications that do not provide a scaled and detailed site plan will be returned and a permit shall not be issued.

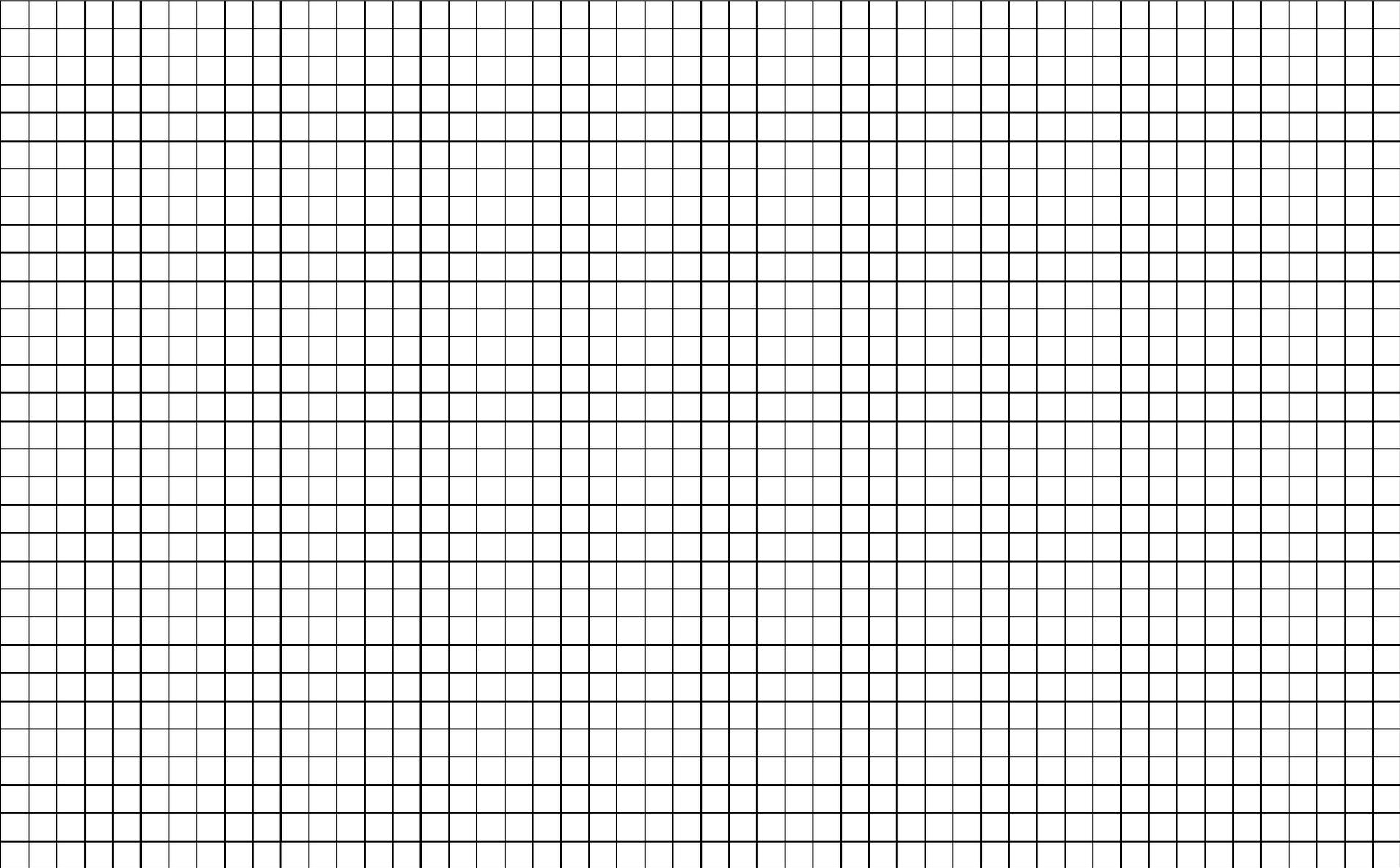
Outdoor Retail Merchandising & Sales

1. A scale drawing of the retail merchandising and sales area.
2. The plan must include the location of all tables, chairs, planters, fire pits, benches, heaters, landscaping, railings, umbrellas, hydrants, street lighting, and all other structures.
3. The plan must show the relationship of the retail merchandising and sales area to the building entrance and neighboring businesses.

DETAILED SITE PLAN for _____ (name of business)

Include all tables, chairs, umbrellas, railings, planters, structures, A-frame signs, etc. that you plan to place and use as part of your outdoor retail merchandising and sales. Also, you must include ALL other street furnishings, fixtures, cross walks, etc. that currently exist in the area such as street lamp posts, trash receptacles, benches, planters, fire hydrants, cross walks, etc. A minimum of 5 ft. clearance for pedestrians is required and must be shown. All crosswalks must remain clear and unobstructed. Contact the Building Official at 248-349-1300 ext 2709 with any questions. The site plan submitted must be to scale or the application will be denied as incomplete.

SCALE: 1" = 5 feet



Agreement to Assume All Risks, Indemnify and Hold Harmless

To the fullest extent permitted by law, the _____ assumes all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Northville, including all of its elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, volunteers, and any others working on behalf of the City of Northville, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Northville, and any of its elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers and others working on behalf of the City of Northville, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or are in any way connected with or which are alleged to arise out of or alleged to be in any way connected with the

_____ event, to be held on _____ including, but not limited to, any negligence or alleged negligence on the part of the City of Northville.

Signature of person authorized to execute this agreement:

Print Name: _____

Signature: _____

Date _____

FEE SCHEDULE (Application fees are non-refundable. Square Footage Fee refundable upon denial only)

Annual Application Fee: \$75.00
Amended Application Fee: \$45.00 (same permit year / request to amend approved permit).
Retail Merchandising and Sales \$ 1.00 per square foot

NEW OR RENEWAL APPLICATION

7- Month permit from April 1, 2022 – November 1, 2022 (7 months)

\$ 75.00 Application Fee

\$ _____ Retail Merchandising & Sales (_____ total sq.ft. x \$1.00 = _____)

\$ _____ **Total Amount Due – Payable to City of Northville**

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- Completed Application
- Detailed Site Development Plan **to scale**
- Property owner written authorization [required if applicant is not the property owner]
- Property owner written authorization [required for retail merchandising location that is not directly in front of business]
- Certificate of Insurance [for all applicable coverages – see Insurance Requirements section]
- Policy Endorsement – **separate document from the Certificate of Insurance**
- Signed Hold Harmless Agreement
- Fee [payable to City of Northville]

AMENDED APPLICATION (for same permit year / request to amend an approved permit)

\$ 45.00 Amended Application Fee [payable to City of Northville]

- Completed Application
- Revised** Detailed Site Development Plan

SIGNATURE CERTIFICATION – must be signed by the business owner

The business owner hereby expressly acknowledges and agrees that by signing this document, the foregoing information is true and complete to the best of their knowledge. The business owner agrees to adhere to City ordinances and adopted policies. The business owner will comply with the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to accessibility. The business owner understands that a permit shall not be issued if these requirements cannot be met. The business owner agrees to name the City of Northville as an additional insured on all applicable insurance policies as required by this application, City Ordinance, and/or policy and provide evidence of the same.

Business Owner _____ **Date** _____

OFFICE USE ONLY

POLICE DEPARTMENT

Previous Permit Violations Yes No

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

FINANCE DEPARTMENT

Utility Bill Current Delinquent Taxes Current Delinquent A/R Current Delinquent

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

DEPARTMENT OF PUBLIC WORKS

Negative impact on pedestrian access Yes No

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

DOWNTOWN DEVELOPMENT AUTHORITY

Site Plan is accurate Yes No Site Plan conforms to policy Yes No Changes needed

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

FIRE DEPARTMENT

Maximum occupancy allowed per Building and Fire Codes _____

Fire Pit review _____

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

BUILDING DEPARTMENT

Meets Historic Design Standards Yes No Existing signage in conformance Yes No

Site Plan is accurate Yes No Site Plan conforms to policy Yes No Changes needed

Negative impact on pedestrian access Yes No 5 ft pedestrian clearance provided Yes No

Application complies with MI Building Code 1108.2.9.1 Yes No

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

CITY CLERK

Delinquent Parking Tickets Yes No Business License Current Yes No

\$1M G/L: Yes Policy Endorsement Yes W/C: Yes

Recommend: Approval Denial Signature _____ Date _____

CITY MANAGER

Application is: Approved _____ (Date) Denied _____ (Date) Referred back to applicant _____ (Date)

Remarks _____

Signature _____ Date _____

Permit # _____ Date mailed _____