

TEMPORARY EVENT ORDINANCE

SPECIAL EVENTS, SEASONAL EVENTS AND CHARITIES/NOT FOR PROFIT

PURPOSE AND INTENT

The City of Rochester Hills recognizes the importance of temporary events to the citizens and businesses that would otherwise be prohibited on a permanent basis. In supporting such events, the City recognizes that it must also regulate these events to protect the health, safety and welfare of the general public. Thereby, the City must establish policies and procedures to determine the proper use of the property for such events. A temporary event use shall only be permitted upon approval of a temporary event application.

EXCEPTIONS

This ordinance shall not apply to the display of merchant goods when placed directly in front of a business (not in any parking/maneuvering/fire lane) and displayed in accordance with local building, fire codes and zoning regulations between the months of _____.

PERMITS REQUIRED

1. No person, group, business or organization shall hold or conduct a temporary event open to the public without first obtaining a permit from the City of Rochester Hills Building Department. The building official or designee shall have authority to approve temporary event permits. In addition to a license for the event, other required permits for events shall include, but not be limited to, the following areas where applicable:
 - a. Permit from the Oakland County Health Department shall be obtained for all temporary sanitary, water and food service facilities. However, no permit shall be required where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.
 - b. Right-of-way permit from Rochester Hills Engineering Department for blocked public streets.

APPLICATION

Every person, group, business or corporation desiring to obtain a temporary event permit shall complete and submit an application with the City of Rochester Hills Building Department for each separate event together with the required fee. In order for timely review, all applications for a temporary events should be submitted at least 14 days prior to event and include all required information as follows:

- a) Written approval from the property owner (if other than applicant)
- b) Three Copies of a site plan (8 ½ x 11 preferred) indicating:
 - Site drawing showing the location of event of property
 - Temporary structure or tents and their size
 - Location and type of merchandise
 - Any/type of food to be served (if applicable)
 - Temporary/ permanent sanitary facilities (required) and their location
 - Description of any temporary electrical use including additional lighting (may require separate permit)
 - Trash receptacles and location (required)
- c) Certificate of insurance with the City name as certificate holder for public liability insurance in the amount of \$500,000.00, combined single limit coverage, for injuries to person and property and umbrella liability coverage in the amount of \$1,000,000.00. No cancellation of material change in insurance may occur without 30 days written notice to the City.
- d) Description of activities including the following information:
 - Dates and hours of the event (Hours are restricted to 7am – 9pm)
 - Type of activities proposed
 - Anticipated number of participants
 - Any activities that may cause unusual noise, danger or safety concerns
- e) If a temporary tent, canopy or other structure 200 square feet or more with sides or 400 square feet or more without sides are proposed, the following information must be provided:
 - Site Plan (3 sets) indicating the size and location as well as the distance between the tent/structure and all buildings, parking lots and streets (include on site plan)
 - Floor Plan with interior layout showing seating, tables, aisles and exits with dimensions
 - Fastening details
 - The proposed occupant load of the structures
 - Fire Resistance Certificate of Flame Spread documentation for tent/canopy fabric
 - Parking lot protection for pedestrians
 - Indicate if tent will have open or closed sides
 - Indicate location and type of heating and electrical equipment

➤ **NOTE: All tents/ structures are covered under the Special Event Permit (no building permit is required)**

SPECIAL EVENTS

Special events include but are not limited to outdoor activities for profit or not, open to the public or not. These activities include but are not restricted to temporary services, promotional events, art fairs, carnivals, flea markets, outdoor rummage sales, sidewalk sales, outdoor grand openings, block parties, fun runs, bicycle races, walk-a-thons/marathons taking place on nonresidential property or which blocks, closes, impairs vehicular or pedestrian traffic flow in a street, road or other public right-of-way. Special events are for those situations where a permanent site or location and are designed for a temporary time and place not otherwise permitted by the City of Rochester Hills. Special events shall not include any event deemed immoral or injurious to the health, safety and welfare of the general public and are subject to the following restrictions:

1. Special events permits shall be effective for a period no longer than 15 days. No more than 3 events per calendar year.

SEASONAL EVENTS

******Seasonal events (option) for discussion to remove roadside stands and Christmas tree sales from ordinance and eliminate this type of event.***

Roadside stands and Christmas tree sales

Temporary roadside stands or Christmas tree sales are permitted within the City of Rochester Hills in any general commercial B-1, B-2, B-3 zoning district subject to the following restrictions:

- a) Roadside stands are restricted to the sale of produce only (vegetables, fruits, pumpkins with corn stalks, gourds)
 1. Permits for roadside stands are valid for the period of July 1st to October 31st
- b) Christmas tree sales are restricted to the sale of Christmas trees, wreaths, boughs, garland and grave blankets
 1. Permits for Christmas trees sales permits are valid for a period from November 15th to December 31st
- c) Upon conclusion of the seasonal event the site must be completely cleaned up, temporary structures removed and returned to the condition prior to the event to the satisfaction of property owner and the City of Rochester Hills.

FEES/BONDS

Application fees and bonds are to be paid in the current amount as set forth by the City of Rochester Hills permit fee schedule.

SIGNS

Temporary signs when displayed during the approved times of the event shall be permitted without additional fees or permits. Temporary signs shall be limited to one (1) per road frontage, 25 square feet in area and not be located in any public right-of way. Ground signs are limited to seven (7) feet in overall height; wall signs are limited to twenty (20) feet in overall height. No roof-mounted displays, balloons or signs are permitted. Signs may not be located in any parking, fire lane or area interfering with public activity outside the event area.

VIOLATIONS/PENALTIES

A violation or failure to comply with any provision of this chapter or of a permit issued pursuant to this chapter and the making of any false, inaccurate or incomplete statement on any application for a permit may cause for the immediate revocation of the permit. Each violation of this chapter shall be deemed a civil infraction and punishable in accordance with local ordinance fines.

WAIVER

The Mayor shall have the authority to waive any fees that may be required by applicant.