

Geneva Township
APPLICATION: Outdoor Event and Assembly Ordinance #41
ADOPTED: March 14, 2023

Application fee: \$500.00

An Application for Outdoor Event and Assembly Ordinance #41 to be submitted to the Geneva Township Supervisor

1. The event shall be conducted in compliance with all applicable requirements of federal law, state law, country regulations and Township Ordinances, including, but not limited to requirements of the EGLE, DNR, MDOT, Van Buren County Road Commission, Van Buren County Soil Erosion, and the Van Buren-Cass District Health Department, Van Buren County Sheriff Department. The applicant shall obtain all required approvals from the applicable federal, state, county and Township agencies and shall provide proof of same to the Township Board for review as part of the permit application.

2. If food is contemplated to be provided at an event, an applicant must demonstrate compliance with the food service and safety requirements of the Van Buren-Cass District Health Department. A letter from the Health Department may serve as proof of compliance with food service requirements if the same so states.

3. On-site overnight camping shall not be permitted in conjunction with events other than 38 lots through State of Michigan Campground license.

4. Temporary structures, generators, or electrical service (including lighting) must be approved by the Geneva Township building department.

5. All applications for Outdoor Events shall be made to the Township Board no less than sixty (60) days prior to the first proposed event. Each application shall be accompanied by a fee, which fee shall be determined by the Township Board from time to time. The application fee may be held in escrow to cover the Township's costs in reviewing and acting upon the application.

6. Each application shall be accompanied by a letter containing the following information:

a. The name and address of the applicant. _____

b. The name and address of the property owner. If the property owner is not the applicant, the applicant shall submit with the application an affidavit from the property owner verifying the owner's consent to the use of the property for the proposed outdoor event. _____

c. A statement describing the type and nature of the proposed outdoor event(s). _____

d. The anticipated maximum number of persons in attendance (including employees, staff and volunteers) at the proposed event(s). _____

e. The date(s) and time(s) during which the event is proposed to be held. _____

f. The insurance and bonding arrangement for the event with accompanying documentation of the same. _____

1. The number and type of security persons proposed for the event.

2. A statement describing food and water supply and facilities.

3. A statement describing health and sanitation facilities.

4. A statement describing medical facilities and services, if any.

5. A statement describing noise control and abatement measures.

6. All applications for event permits must be accompanied by copies of a site plan of the subject property, containing, at a minimum, the following information:

- a. A north arrow and scale
- b. All property lines with their dimensions
- c. Location and dimensions of all existing and proposed temporary structures on and within 100 feet of the subject property.
- d. Required setback from all property lines and from all adjacent residential parcels shall be shown on the site plan.
- e. The location for on-site and/or off-site parking, including details on the segregation of parking and ingress/egress drives from event areas. If off-site parking is proposed, dedicated and segregated pedestrian access to the event site must be depicted on the site plan.
- f. The location and number of all toilet facilities to be established on the subject property.
- g. The location of all existing and proposed exterior lighting to be established on the subject property, including details of the proposed lighting fixtures.
- h. The name of the party preparing the site plan.

7. The Township Board shall have authority to require additional information if it reasonably determines that, given the nature of the proposed event, the subject property and/or the surrounding properties, such information is necessary to determine whether the requested event satisfies the standards of this ordinance for the granting of the requested permit.

GRANTING OF PERMIT

A.. The event shall be conducted in compliance with all applicable requirements of federal law, state law, country regulations and Township Ordinances and must include the following with any permits completed and signed by the agency (all that apply):

Van Buren County Sheriff Department

South Haven Area Emergency Services.

Van Buren-Cass District Health Department.

Van Buren County Road Commission

Van Buren County Soil Erosion

EGLE, DNR, or MDOT

And any other that are pertinent to the Event.

B. Before the Township Board may issue a permit, the applicant shall obtain public liability insurance with a limit of not less than \$1,000,000 and property damage insurance with a limit of not less than \$500,000

from a company approved to do business in Michigan. The proof of insurance shall name the Township as an additional insured and shall include an endorsement to that effect. Such insurance must be maintained for the entire permit duration, should the permit approve more than one event.

C. Before the Township Board may issue a permit, the applicant shall obtain a corporate security bond or other surety in a form acceptable to the Township attorney, from a company authorized to do business in Michigan, in the amount determined to be acceptable to the Board, which shall indemnify the Township, its agents, officer, employees and the Board against any and all loss, costs, fees, charges, injury or damage whatsoever arising out of or in any way connected with the event or the Township's (or its agent, officer, employee or Board) provision of services to the same and which shall indemnify the owners of the property adjoining the event site for any costs attributable to cleaning up and/or removing debris, trash or otherwise restoring their property from damage resulting from the event.

D. A permit for an Outdoor Event shall be posted in a conspicuous place on the property during the duration of the event. A permit for an Outdoor Event cannot be transferred to another person or to another location.

Applicant: _____ Phone _____
Address: _____

Property Owner if different from Applicant: _____
Phone _____
Address: _____

Return application and required papers to:

Geneva Township
63133 16th Avenue
Bangor, MI 49013