



Special Event License Application

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690
 Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org
 Planning & Zoning Administrator: Lindsey Wolf Email: zoning@acmetownship.org

Please complete this form & submit to the Acme Township Zoning Administrator with the following items:

Documentation for the following:	
	Special Event License fee made payable to Acme Township (see fee schedule below)
	Acknowledgement and permission from the property owner if the Applicant is not the property owner
	Copy of liability insurance policy
	Detailed description of the proposed Event, including the nature and purpose of activity
	Description of the procedures to manage parking, traffic and circulation, and the location of parking
	Description of the procedures and facilities to manage sanitation
	Description of the procedures for crowd control and public safety
	Description of all food and beverages whether provided with or without a charge, and whether the consumption of alcohol is anticipated
	A site plan, drawn to scale, showing the placement, number and location of the proposed parking, signage, sanitary facilities, cooking facilities, and all structures to be used and/or erected and each will be used
Written evidence of the status of approval and/or review by the following:	
	Grand Traverse County Sheriff Department
	Grand Traverse Metro Emergency Services Authority
	Grand Traverse County Health Department
	Grand Traverse County Road Commission
	Grand Traverse County Construction Codes
	Michigan Department of Transportation

Applicant and Event Information:

Name of Event: _____

Applicant's Name: _____

Applicant's Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant's Phone: _____ **Applicant's Email:** _____

Business Name: _____

Business Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Business Email:** _____

Non-Profit Exempt (circle one)? Yes No **Number:** _____

Event Parcel Size Requirements and Fee Schedule:

Number of Attendees	Minimum Parcel Size	License Fee
20 - 50	2 acres	\$50.00
51 - 100	5 acres	\$75.00
101 - 500	10 acres	\$100.00
501 - 1,000	25 acres	\$150.00
1,001 - 2,500	50 acres	\$300.00
2,501 - 5,000	80 acres	\$400.00
5,001 - 10,000	100 acres	\$500.00

Event Name: _____

Please check below which category best fits your Event:

_____ Car shows, antique shows, flea markets

_____ Art, music, ethnic, food, or other festivals providing lawful entertainment

_____ Sporting events and competitions

Number of workers, volunteers and Event presenters: _____

Anticipated number of Attendees: _____

Name under which the Event will be operated if other than the name of the Applicant:

Location of Event/Address: _____

Parcel Number: _____ **Number of Acres** (minimum lot size required): _____

Date(s) of Event (permitted for up to 3 consecutive days): _____

Hours of Operation: _____

A description of the products and/or services to be provided or sold at the Event: _____

Affidavit: The undersigned affirms that he/she is the _____ (owner, agent, lessee, or other interested party) involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of Acme Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed special event and/or current and future Zoning Ordinance compliance.

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

Review Date: _____

Approved / Denied

Event Dates: _____

Parcel Size: _____

Attendee#: _____

Volunteer#: _____

Fee Tendered: _____

Check No.: _____

Date: _____

Zoning Administrator Signature: _____ Date: _____