



TEMPORARY USE PERMIT

The Temporary Use Permit review process is a staff review process for outdoor sales areas, parking lot sales, food stands or other service establishments for a temporary period on private property. The review process will confirm that all required standards are met to issue a Temporary Use Permit. The purpose and intent of the Temporary Use Permit is to ensure compliance with established standards to protect the public health, safety, and welfare of the community.

It should be noted that there is a separate permit and review process for events like block parties or other planned events which involved temporary street closures, use of the Kalamazoo Mall, or use of public parks. These events are generally open to the public. If your event falls under this description, please see the following link for more information on the Special Event Permit: <https://www.kzooparks.org/specialevents>

REVIEW GUIDELINES FOR TEMPORARY USE PERMITS

1. Outdoor temporary sales or service uses are permitted only in the D districts, C districts, M districts, IC districts, or on a property containing a permitted primary nonresidential use in an R zone district.
2. No outdoor temporary sales or service use may operate on a commercial parking lot, which means a parking lot on a property on that has no other permitted primary use.
3. Except in the D1, D2, D3 and CC districts, each temporary outdoor sales or service use shall be accessory to a permitted primary use on the property. Sales of merchandise or provision of services unrelated to such permitted primary use is not permitted, except as follows.
 - a) Any permitted primary use may permit a grill or outdoor food stand to operate on the property.
 - b) Any permitted primary use may permit an outdoor temporary sales or service use operated by, or in support of, or as a fund-raiser for, a nonprofit institution.
4. No outdoor temporary sales or service use shall be in the public right-of-way or on public property unless a Special Event Permit has been obtained from the City (see website link above).
5. Outdoor temporary sales or service uses may only operate after obtaining a temporary use permit pursuant to the Zoning Ordinance, Chapter 8.3J: Temporary Use Permit.
6. Each operator of a temporary sales or service use shall obtain a license (Transient Merchant License) from the City Clerk, as applicable.
7. No property shall have outdoor temporary sales or service uses operating on the property for more than 30 days in any calendar year.
8. The property on which an outdoor temporary sales or service use operates shall be always kept in clean and sanitary condition, and all litter and trash shall be removed at the end of each day.
9. If the outdoor temporary sales or service use involves a vending cart or a motorized vehicle, such cart or vehicle shall be stored in a permanent structure whenever the use is not in operation.



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10. The location of the outdoor temporary sales or service activity shall allow customers to drive into an existing off-street parking area. No temporary outdoor sales may interrupt the flow of traffic on public streets or access ways into a shopping area.
11. No outdoor sales or service use may operate from a tent larger than 120 square feet without approval of a Temporary Structure Permit: <https://www.kalamazoo.org/building>
12. The area occupied by the outdoor temporary sales and service activity, plus any required area for emergency vehicle access, shall occupy no more than 20% of any required off-street parking spaces or area. In no event shall any such area occupied by the outdoor temporary sales or service use be greater than 7,500 square feet. In all cases, the applicant shall demonstrate that there will be adequate parking for the existing structures as well as temporary outdoor sales.
13. All trucks, carts, motorized vehicles, or tents and associated parking shall be located on asphaltic, concrete, or equivalent surface unless the applicant demonstrates no adverse effect on drainage, access, or the intent of this Ordinance, as determined by the City Planner.
14. In the R districts, outdoor temporary sales and service uses shall not operate after 8:00 p.m. or before 8:00 a.m.
15. Any applicant who possesses a valid permit and is actively operating a temporary sales business, may display one portable sign not to exceed eight square feet in area on one surface and not to exceed six feet in height at the location. Such sign shall be placed behind the applicable building setbacks or a minimum of four feet from the property line, whichever is greater. An approved temporary use permit for temporary outdoor sales activity shall also serve as a sign permit for the sign permitted by this subsection.

APPLICATION PROCESS

Step 1: Application. Please complete general application form. Also include any supporting information, sketch or layout of the event on the property. Applications are available in person at the Community Planning & Economic Development (CPED) Offices at 245 N Rose Street, Suite 100 or online at www.kalamazoo.org/planningzoningforms.

Step 2: Application Fee. Fee Schedule available at www.kalamazoo.org/cpdfeeschedule/file

Step 3: Completed Application. The application, sketch plan, written consent from property owner (or signature on application) and fee must be received by the Community Planning and Development Department at least two (2) weeks prior to planned event. The application can be mailed or dropped off with the application fee at CPED offices. An incomplete application may require additional review time.

Step 4: Review of Application. Once the review has been completed and compliance with required standards is confirmed, the City Planner or Assistant City Planner will issue a Temporary Use Permit for the stated time(s) of the event.



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TEMPORARY USE PERMIT APPLICATION

APPLICANT INFORMATION		
Name:		Mailing Address:
City:	State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
PROPERTY OWNER INFORMATION		
<i>If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.</i>		
Name:		Mailing Address:
City:	State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
PROPERTY INFORMATION		
Property Address(s):		
Parcel Identification Number(s):	Zone District (kalamazoo.org/maps):	
EVENT DESCRIPTION		
Brief Description of Event: _____ _____ _____ _____		
Dates of Event(s): _____ _____		
ATTACHMENTS		
<input type="checkbox"/> \$ _____ Fee <input type="checkbox"/> Sketch plan showing location of temporary event		
Optional: Photos of property or additional event information		
<i>Note: Application must be submitted a minimum of 14 days before the planned event.</i>		
SIGNATURE		
Signature of Applicant:		Date:
Signature of Owner (if different than applicant):		Date: