



CHARTER TOWNSHIP OF COMSTOCK

Temporary Sales and Service Permit Application

Shipping: 6138 King Hwy, Kalamazoo, MI 49048

Mailing: PO Box 449, Comstock MI 49041-0449

Phone: 269-381-2360

Email: zoning@comstockmi.gov

Permit #: _____

ADDRESS OF TEMPORARY SALES AND SERVICE USE:

APPLICANT INFORMATION

Name:	Company/Organization:	
Street Address:	Phone Number:	
City:	State:	Zip:
Email Address:		
Description of temporary sales and/or service use:		

PROPERTY OWNER INFORMATION

Name:	Company/Organization:	
Email Address:	Phone Number:	
Street Address:	City:	State & Zip:

CONTACT INFORMATION

(for all matters relating to the temporary sales and service activity)

Contact Name:	Contact telephone:
	Contact Email address:

OVER

REQUIRED INFORMATION

- Drawing that shows the site and placement of structures associated with the temporary sales and service activity. Required parking for the principal use on the property cannot be utilized.
- Dimensions of area to be occupied by the activity (cannot exceed 7,500 square feet)
- Plans for rubbish management indicated on the drawing.
- Days and hours of operation of activity.
- Affidavit and Acknowledgement of Property Owner (the Township offers notary services)

Has Applicant previously received a permit for a temporary sales and service in the Township?

- Yes. If yes, give address: _____.
- No

The permit is valid for 30 consecutive days. Requested begin date of _____ and expiring on _____. Prior to expiration of the permit, the Permittee may voluntarily cancel the permit by providing written notification to the Zoning Administrator. Otherwise, the permit may be renewed a single time for no more than 30 additional consecutive days in the same calendar year on the same property and must be filed with the Township not later than five (5) days before the permit expires. If the permit expires and is not renewed, the temporary sales and service activity must cease within three (3) days after expiration of the permit. A Building Permit may be required for structures/tents exceed 200 square feet in area. Applicant is responsible for securing all necessary permits.

Applicant Signature: _____

Date: _____

Property Owner Signature : _____

Date: _____

Township Use Only:

Permit Issued:

- Yes: dates: _____
- No: reason for denial: _____

Zoning Official: _____
Date: _____

Is this a Renewal?

- Yes
- No

Permit Number: _____

Expiration: _____

Other permits issued for this site this year for other applicants?

- Yes: _____ days of 60 maximum utilized.
- No

Date field inspection to verify site compliance: _____

***Temporary Sales and Service Permit Application will not be reviewed without payment of required fee(s). Note that a separate building permit may be necessary in addition to this permit.**

Fee:
\$50 Each New Application
\$25 Renewal at an existing/former location same calendar year

Cash/Receipt # (If any): _____

Check No.: _____

Initials: _____

If Revoked or Cancelled:

Revocation date, if applicable: _____

Cancellation date, if requested by Permittee:
