

# CITY OF TROY OUTDOOR SPECIAL EVENT APPLICATION

PROVIDE 3 COPIES OF A COMPLETED APPLICATION AND ALL ACCOMPANYING DOCUMENTS

CITY OF TROY PLANNING DEPARTMENT  
500 W. BIG BEAVER  
TROY, MICHIGAN 48084  
248-524-3364  
FAX: 248-524-3382  
E-MAIL: [planning @troymi.gov](mailto:planning@troymi.gov)



SPECIAL EVENT FEE: (\$25.00)

1. NAME OF THE PROPOSED EVENT: \_\_\_\_\_

2. LOCATION OF THE SUBJECT EVENT: \_\_\_\_\_

3. PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_

4. APPLICANT FOR SPECIAL EVENT APPROVAL:

OWNER OF THE SUBJECT PROPERTY:

NAME \_\_\_\_\_

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

E-MAIL \_\_\_\_\_

5. DATE(S) OF EVENT: \_\_\_\_\_ FROM: \_\_\_\_\_ AM/PM TO: \_\_\_\_\_ AM/PM

6. WILL TENTS BE ERECTED?  
(IF YES, SEE ATTACHMENT FROM FIRE DEPARTMENT) YES: \_\_\_\_\_ NO: \_\_\_\_\_

7. WILL FOOD BE SOLD/SERVED?  
(IF YES, CALL OAKLAND COUNTY HEALTH DIVISION @ 248-424-7190) YES: \_\_\_\_\_ NO: \_\_\_\_\_

8. TEMPORARY LIGHTING OR ELECTRICAL?  
(IF YES, OBTAIN ELECTRICAL PERMIT AND ARRANGE INSPECTION WITH TROY BUILDING DEPARTMENT 248 524-3344) YES: \_\_\_\_\_ NO: \_\_\_\_\_

9. ADDITIONAL SIGNS? YES: \_\_\_\_\_ NO: \_\_\_\_\_

10. SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

11. SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE PROVIDE 3 INFORMATIONAL PACKETS. EACH PACKET SHOULD CONTAIN ONE EACH OF THE FOLLOWING:**

REQUIRED PROVIDED

- A BRIEF WRITTEN DESCRIPTION OF THE PROPOSED EVENT. PROMOTIONAL MATERIALS, NEWS RELEASES, ETC. ARE ACCEPTABLE.
- A STATEMENT OF ALL ACTIVITIES.
- A STATEMENT DESCRIBING TRAFFIC CONTROL AND PARKING PLAN.
- A STATEMENT DESCRIBING LITTER CONTROL PLAN.
- A STATEMENT DESCRIBING HOW RESTROOM NEEDS WILL BE HANDLED.
- A DETAILED **SITE PLAN** OR **AERIAL MAP** SHOWING WHERE ON SITE THE SPECIAL EVENT WILL TAKE PLACE INCLUDING:

REQUIRED PROVIDED

- LOCATION OF EXISTING BUILDING(S).
- PARKING AREAS.
- VEHICLE ACCESS LANES.
- TENTS.
- TABLES, RIDES, STRUCTURES, AND OTHER OUTDOOR APPURTENANCES
- OUTDOOR ACTIVITIES.
- SIGNS.

YOU MAY USE GOOGLE MAPS (or similar) AND WRITE IN NECESSARY DETAILS.

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

COPY TO FIRE DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

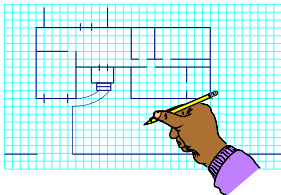


# Procedural Guidelines SPECIAL EVENTS



## Intention

This pamphlet is intended to provide participants and organizers of special events with the requirements necessary to maintain a successful, safe, and orderly event. These guidelines will also focus on issues related to maintaining fire safety.



## Plan Review

When submitting application for permit, plans shall be included for review by the City 14 days prior to the event. These plans must include the following:

- A site plan indicating intended parking and traffic pattern.
- A floor plan revealing display locations and dimensions of aisle widths.
- An egress pattern and exit locations.
- A controlled entry and exit point.
- Any proposed electrical power source(s), appliances, and wiring intentions.
- A general description of items to be sold.



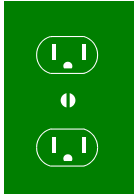
## Accessibility & Parking

Vehicular access to drives and entrances must be maintained for fire trucks and other emergency vehicles. Where fire lanes exist, parking cannot occur. Parking must be restricted to designated parking lots either on or off site. A predetermined traffic pattern must be enforced to maintain the orderly movement of pedestrian and vehicular traffic and prevent congestion at the event and in the vicinity of the event.



## Exits

Where applicable, exits shall be unlocked, kept free and clear of obstructions, and shall be adequate to accommodate attendees. A controlled entry and exit point shall be established and monitored for separate egress and ingress to the display area. Exit signs and emergency egress lighting must be operational.



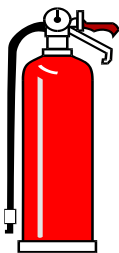
## Electrical

Where electrical power is needed and not immediately provided for, appropriate temporary means shall be made available, such as approved plug strips with built-in circuit breakers. Unapproved extension cords are not permitted. Any approved temporary wiring methods must be secured to prevent a trip hazard. Electrical outlets, where provided, must not be overloaded.



## Lighting

Lighting fixtures shall be of a type that will not generate heat and shall be kept clear of nearby combustible items.



## Fire Extinguishers

An adequate number of approved fire extinguishers must be visibly present and easily accessible for immediate use. The minimum size (rating) shall not be less than 5 pounds (2A-10BC). Fire extinguishers shall be fully charged and in proper working order with an approved and current service tag affixed.



## Tents

Tents, canopies, or membrane structures, herein referred to simply as tents, shall comply with the requirements of the International Fire Code as adopted by local ordinance and shall be inspected by the fire code official prior to use. Tents shall not be located within 20 feet of lot lines, buildings, other tents, canopies, or membrane structures, parked vehicles, or internal combustion engines. Areas within and adjacent to a tent shall be kept clear of all combustible materials such as hay, straw, or vegetation that could create a fire hazard within 20 feet. Smoking shall not be permitted in tents. Open flame or other devices emitting flame, fire, or heat, or any flammable or combustible liquids, gas, or charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent.



## TENT REQUIREMENTS

### Set-Up, Use and Safety Considerations

- Tents, canopies, or membrane structures, herein referred to as tents, shall comply with the requirements of the International Fire Code as adopted by local ordinance and shall be inspected by the fire code official prior to use.
- A site plan shall be submitted with the outdoor special event application showing the size, number and location of tent(s) in relation to any buildings and drives.
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, canopies, or membrane structures, parked vehicles, or internal combustion engines.
- Vehicular access to drives and entrances must be maintained clear for fire trucks and other emergency vehicles. Where fire lanes exist, parking cannot occur.
- Areas within and adjacent to a tent shall be kept clear of all combustible materials such as hay, straw, or vegetation that could create a fire hazard within 20 feet.
- An unobstructed fire break, not less than 12 feet wide, shall be maintained on all sides of all tents unless otherwise approved by the fire code official.
- Smoking shall not be permitted within a tent.
- Open flame or other devices emitting flame, fire, or heat, or any flammable or combustible liquids, gas, or charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent.
- Each tent must have a certificate or stamp affixed indicating the tent is flame resistant in accordance with NFPA 701 or other approved standard.
- A safe means of egress must be provided and maintained at all times the tent is occupied.
- An egress plan shall be submitted with the outdoor special event application showing the maximum potential occupant load, seating and aisle arrangement, equipment placement, and location of exits.
- An adequate number of approved fire extinguishers must be visibly present and readily accessible for immediate use. The minimum size (rating) shall not be less than 5 pounds (2A-10BC).
- Fire extinguishers shall be fully charged and in proper working order with an approved and current service tag affixed.