



**Planning Department**  
2655 Clark Road  
Hartland, Michigan 48353  
(810) 632-7498 Office  
(810) 632-6950 Fax  
[dcampbell@hartlandtwp.com](mailto:dcampbell@hartlandtwp.com)

## SPECIAL EVENT PERMIT CHECKLIST

Each applicant for a special event permit must complete and submit for review a special event permit application form.

To initiate an application, these forms may be obtained from Hartland Township Planning Department or the Township's website at [www.hartlandtwp.com](http://www.hartlandtwp.com). Submit the application and required documents to Hartland Township Planning Department, 2655 Clark Road, Hartland, Michigan 48353.

A Special Event Permit Application must be filed with the Planning Department not less than thirty (30) days before the proposed special event date. The Zoning Administrator may waive the time limit for special events that are exempt or can be administratively reviewed. Events which require approval from other jurisdictions or authorities will require concurrent application review and approval.

### INFORMATION PERTAINING TO A SPECIAL EVENT PERMIT REQUEST

1. The applicant shall submit a separate letter outlining as much as possible about the event. The letter should include the following:
  - Described the Special Event including but not limited to the type of activities, event host information, type of merchandise or service to be provided, food/beverage sales/service, etc. (Use separate sheet).
  - Number of people expected \_\_\_\_\_.
  - Provide copies of the insurance policies in accordance with the Special Event Permit Ordinance.
  - Provide an executed Indemnification Certificate, as provided with the Special Event Permit Application from Hartland Township.
  - Will you be advertising the event? Yes  No   
If yes, what kind of advertising is proposed? \_\_\_\_\_
  - Will there be any additional signage installed for the event? Yes  No   
*If yes, provide a signage master plan showing the location of all signage, type of signs, dimensions of panels and posts.*
  - Will a tent or other above ground temporary structure be erected? Yes  No   
*Provide a site sketch showing the property and the location and setbacks of all tents and/or structures.*
  - Are utility connections needed? Yes  No   
*If yes, provide the type of connections proposed and letters from the applicable utility provider.*
  - Are roads, streets, pedestrian sidewalks or walkways (public or private) being used for the event?  
*If yes, provide a sketch or map, schedule of event and/or parade or race routes showing street closures, barricades, road access to the event, parking areas and aisles, street lights, pedestrian sidewalk/walkways, etc. The applicant is responsible for securing the necessary approvals for use of the public or private roads, access drives and sidewalks/walkways. The use of a private road shall require approval by the Neighborhood Association or the respective property owners.*

Is there a need for traffic control? Yes  No   
*If yes, the Livingston County Sherriff's Department will need to approve the proposed traffic control measures.*

Is on-site parking being provided? Yes  No   
*If yes, provide a site plan for the property showing the total number of barrier-free and standard parking spaces. Please note, if the special event is occurring within the parking lot of an active commercial center, existing businesses must retain their minimum number of parking spaces to serve existing customers. The Zoning Administrator may consider the hours of operation and reciprocal use in the total number of parking spaces required.*

Will there be food vendor/sales? Yes  No   
*If yes, provide the County Health Department's letter approving the proposed special event.*

Will alcohol be served/sold at the event? Yes  No   
*If a State of Michigan liquor license is required, please provide a copy of the permit. Liquor licensed events require Hartland Township Board review.*

Will sound amplification be used? Yes  No   
*If yes, provide the type of amplification and the hours of its use.*

Will there be portable restrooms? Yes  No   
*If yes, provide the number of units, installation date, removal date and their location.*

Is there additional lighting proposed for the event area, parking, etc.? Yes  No   
*If yes, provide the location of the lighting. Please note, lighting shall not shine or reflect beyond the boundaries of the special event area.*

How will the event handle the disposal of litter and garbage during and after the event?  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicants are encouraged to submit five (5) complete applications with associated documents for distribution a minimum of thirty (30) days in advance of the special event to allow time for any revisions that may be necessary. Incomplete applications and submittals may result in delays and additional processing fees.

Once the initial review has been completed, the applicant will be notified by the Hartland Township Planning Department advising them that 1) their application for permit has been approved, 2) additional information is required to process the application or 3) their permit has been denied and the process for appeal.

**SUPPLEMENTAL CONTACT INFORMATION**

Livingston County Health Department 2300 E. Grand River Avenue Howell MI 48843 (517) 546-9850	Hartland – Deerfield Fire Authority 3205 Hartland Road Hartland MI 48353 (810) 632-7676	Livingston County Road Commission 3535 Grand Oaks Drive Howell MI 48843 (517) 546-4250
Livingston County Building Department 2300 E. Grand River Avenue Howell MI 48843 (517) 546-3240	Livingston County Sheriff Department 150 S. Highlander Way Howell MI 48843 (517) 546-2440	Michigan Dept. of Transportation 10321 E. Grand River Avenue Brighton MI 48116 (810) 227-4681