



CITY OF FLAT ROCK

DEPARTMENT OF BUILDING & SAFETY

25500 Gibraltar Road, Flat Rock, MI 48134
Telephone (734)782-0445 Fax (734)783-0304
www.flatrockmi.org

TEMPORARY OUTDOOR SEATING PERMIT

Submittal Requirements:

1. Administrative Site Plan application signed by owner and **\$280 fee** to be submitted to the Planning Department (\$250 Admin review fee + \$30 non-refundable application fee).
2. Temporary Outdoor Dining Spaces and Personal Service Stations Checklist to be completed and returned as part of review (draft checklist to be developed by the Planning Department)
3. Two sets of site plans or aerial photographs must be provided to-scale and show the locations of the proposed Outdoor Dining Spaces or Personal Service Stations and indicating all information cited above along with details on maintaining Barrier-Free accessibility, separation methods, table or chair layout information, etc., and as determined by the Planning Department.
4. PDF of aforementioned required site plan or aerial to be emailed to the Planning Department.
5. Tent Permit Application and fee to be submitted to the Building Department (reducing their permit fee from \$390 to \$90 + \$150 refundable bond); Certificate of Fire Retardancy will be required.
6. Expedited review will be conducted by Planning, Building, and Fire Departments (goal: 1 week).

Please Print:

Applicants Name

Date

Mailing Address

Phone/Fax/Email

Project Address/Location

Parcel Number(s)

By signing this form, the applicant acknowledges that information provided on this form is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date. The applicant will be mailed any refunds or invoices.

Signature of Applicant

Date