

CHARTER TOWNSHIP OF SOUTH HAVEN

VAN BUREN COUNTY, MICHIGAN
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (616) 637-3305

TEMPORARY TRANSIENT USE APPLICATION PROCEDURES (SECTION 18.28)

SITE PLAN REVIEW BY THE TOWNSHIP PLANNING COMMISSION IS REQUIRED. An application is required consisting of the following elements:

1. A fully completed Zoning Application form with signatures of both the property owner and the operator of the transient use (if different)
2. The application fee.
3. Eight copies of a formal site plan containing the following information:
An accurate map of the property showing-
 - all property dimensions
 - all existing structures and driveways
 - any proposed temporary structures, trailers, vehicles or booths
 - size and location(s) of all sign(s), existing and temporary
 - proposed vehicular access routes and parking
 - existing and temporary lighting
4. Legal description of the property
5. Letter or permit from the road jurisdiction (Van Buren County Road Commission or Michigan Department of Transportation) for use of the driveway for the temporary use.

If the proposed Temporary Transient Use involves the sale of prepared foods then:

- 6a. For a fourteen (14) day permit submit proof of application to the Van Buren County Health Department for a Temporary Health Permit. If approved by the Planning Commission, the Zoning Compliance Permit will be limited to One NON-RENEWABLE 14 DAY PERMIT.
- 6b. For a transient use of more than 14 days you must include with the Site Plan a copy of a Van Buren County Health Department STFU permit. Proof of application is not acceptable.
7. The complete application form, site plan, fee and other required permits and information must be submitted to the Zoning Administrator or Township Clerk at least thirteen (13) days prior to the Planning Commission meeting (deadline is noon on the Friday two weeks before the first Thursday of the month).

INCOMPLETE APPLICATIONS, PLANS WITH MISSING INFORMATION OR MISSING FEES OR MISSING PERMITS WILL BE REJECTED BY THE ZONING ADMINSTRATOR.

PLEASE NOTE: THE APPLICANT IS REQUIRED TO ATTEND THE PLANNING COMMISSION MEETING.