

# SPARTA TOWNSHIP

Kent County

160 E. Division Street, Sparta, Michigan 49345

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## OUTDOOR GATHERINGS

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For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please state “not applicable” and provide an explanation why it is not applicable.

- **Review Body:** Township Board
- **Meeting Frequency:** Second Thursday of every month
- **Site Plan Required:** Site plan required pursuant to the Outdoor Gatherings Ordinance
- **Application Deadline:** Forty-eight (48) calendar days prior to the second Thursday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least thirty (30) calendar days prior to said meeting for consideration.
- **Initial Submission Requirements:** One (1) electronic copy and Four (4) copies folded to a size no larger than 11”x14”. No rolled plans shall be accepted.
- **Final Plan Submission Requirements:** One (1) electronic and Twelve (12) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11” x 14” and shall be clipped or otherwise secured in twelve (12) equal groups. No rolled plans shall be accepted.

**DO NOT DISCARD THIS PAGE**  
**YOU MUST SUBMIT A COPY OF THIS PAGE WITH YOUR APPLICATION**

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For office use

Date Received: \_\_\_\_\_ Payment of: \_\_\_\_\_ Via Check: \_\_\_\_\_ Cash: \_\_\_\_\_

# SPARTA TOWNSHIP

Kent County

160 E. Division Street, Sparta, Michigan 49345

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## OUTDOOR GATHERINGS APPLICATION

REQUEST FEE: \$300.00

### PROCEDURE:

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Describe Event & Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point of Contact Name(POC)\*: \_\_\_\_\_

\*Point of Contact shall be the only person contacted by the township regarding the application

POC Telephone: \_\_\_\_\_ POC Email: \_\_\_\_\_

I agree to authorize members of the Planning Commission and representatives from the Zoning or Building Department to enter my property in order to review the particulars of my request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**REQUIRED MATERIALS:**

**§ 96.04 APPLICATION; ACCOMPANYING MATERIAL; REVIEW.**

(A) Application for a license to conduct an outdoor assembly must be made in writing on such forms and in such manner as prescribed by the Clerk of the township and shall be made at least 30 days prior to the date of the proposed assembly. Each application shall be accompanied by a non-refundable fee in accordance with the township fee schedule and shall include at least the following:

- (1) The name, residence and mailing address of the person making the application; (Where the person making the application is a partnership, corporation or other association, this information shall be provided for all partners, officers and directors. Where the person is a corporation, a copy of the articles of incorporation shall be filed, and the names and addresses shall be provided of all shareholders having financial interest greater in an amount as determined by the township from time to time.)
- (2) A statement of the kind, character and type of proposed assembly;
- (3) The address, legal description and proof of ownership of the site or sites at which the proposed assembly is to be conducted. Where ownership is not vested in the prospective licensee, he or she shall submit an affidavit from the owner indicating his or her consent to the use of the site for the proposed assembly;
- (4) The date or dates and hours during which the proposed assembly is to be conducted; and
- (5) An estimate of the maximum number of attendants expected at the assembly for each day it is conducted and a detailed explanation of the evidence of admission which will be used for accounting purposes.

(B)

- (1) Each application shall be accompanied by a detailed explanation, including drawings and diagrams, where applicable, of the prospective licensee's plans to provide for the following:
  - (a) Police and fire protection;
  - (b) Food and water supply and facilities;
  - (c) Health and sanitation facilities;
  - (d) Medical facilities and services, including emergency vehicles and equipment;
  - (e) Vehicle access and parking facilities;
  - (f) Camping and trailer facilities;

- (g) Illumination facilities;
- (h) Noise control and abatement;
- (i) Facilities for clean up and waste disposal; and
- (j) Insurance and bonding arrangements.

(2) In addition, the application shall be accompanied by a map or maps of the overall site or sites of the proposed assembly.

- (C) On receipt by the Clerk, copies of the application shall be forwarded to the chief law enforcement and health officers for the township, the state's Fire Chief, and to such other appropriate public officials, as the Clerk deems necessary. Such officers and officials shall review and investigate matters relevant to the application and within ten days of receipt thereof shall report their findings and recommendations to the Township Board.
- (D) Within 15 days of the filing of the application, the Township Board shall issue, set conditions, prerequisite to the issuance of a license, or where a license is denied, within five days of such action, notice thereof must be mailed to the applicant by certified mail and, in the case of denial, the reasons therefor shall be stated in the notice.

#### **§ 96.07 MINIMUM CONDITIONS TO BE MET BY LICENSEE.**

In processing an application, the Township Board shall, at a minimum, require the following.

- (A) *Security personnel.* The licensee shall employ, at his or her own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of attendants at the assembly and for the preservation of order and protection of property in and around the site of the assembly. No license shall be issued unless the chief law enforcement officer for the township, in cooperation with the County Sheriff, is satisfied that such necessary and sufficient security personnel will be provided by the licensee for the duration of the assembly.
- (B) *Water facilities.* The licensee shall provide potable water, sufficient in quantity and pressure to assure proper operation of all water using facilities under conditions of peak demand. Such water shall be supplied from a public water system, if available, and, if not available, then from a source constructed, located and approved in accordance with state law, and the rules and regulations adopted pursuant thereto, in accordance with any other applicable state or local law, or from a source and delivered and stored in a manner approved by the county's Health Department.
- (C) *Restroom facilities.*

- (1) The licensee shall provide separate enclosed flush-type water closets as defined by state law, and the rules and regulations adopted pursuant thereto and in accordance with any other applicable state or local law. If such flush-type facilities are not available, the county's Health Department may permit the use of other facilities which are in compliance with state law, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law.
- (2) The licensee shall provide lavatory and drinking water facilities constructed, installed, and maintained in accordance with state law and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable ordinance or statute. All lavatories shall be provided with water, soap and paper towels.
- (3) The number and type of facilities required shall be determined, on the basis of the number of attendants, in the following manner:

<i>Facilities</i>	
Drinking fountains	1:500
Toilets	1:300

- (D) *Medical facilities.* If the assembly is not readily and quickly accessible to adequate existing medical facilities, the licensee shall be required to provide such facilities on the premises of the assembly. The kind, location, staff, strength, medical and other supplies and equipment of such facilities shall be as prescribed by the township's Fire Chief.
- (E) *Liquid waste disposal.* The licensee shall provide for liquid waste disposal in accordance with all the rules and regulations pertaining thereto established by the county's Health Department. If such rules and regulations are not available or if they are inadequate, then liquid waste disposal shall be in accordance with the United States Public Health Service Publication No. 526, entitled *Manual of Septic Tank Service*. If liquid waste retention and disposal is dependent upon pumpers and haulers, they shall be licensed in accordance with state law, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law, and prior to issuance of any license, the licensee shall provide the township's Health Officer with a true copy of an executed agreement in force and effect with a licensed pumper or hauler, which agreement will assure proper, effective and frequent removal of liquid waste from the premises so as to neither create, nor cause a nuisance or menace to the public health.
- (F) *Solid waste disposal.*
  - (1) The licensee shall provide for solid waste storage on, and removal from, the premises. Storage shall be in approved, covered and rodent-proof

containers, provided in sufficient quantity to accommodate the number of attendants. Prior to issuance of any license, the licensee shall provide the township's Health Officer with a true copy of an executed agreement in force and effect with a licensed refuse collector, which agreement will assure proper, effective and frequent removal of solid waste from the premises so as to neither create nor cause a nuisance or menace to the public health unless another method approved by the county's Health Department is shown.

- (2) The licensee shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides or rodenticides shall not be used in any way so as to contaminate food, equipment or otherwise constitute a hazard to the public health. Solid waste containing food waste shall be stored so as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.
- (G) *Public bathing beaches.* The licensee shall provide or make available or accessible public bathing beaches only in accordance with state law, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.
- (H) *Public swimming pools.* The licensee shall provide or make available public swimming pools only in accordance with state law, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.
- (I) *Access and traffic control.* The licensee shall provide for ingress to and egress from the premises so as to ensure the orderly flow of traffic onto and off of the premises. Access to the premises shall be from a highway or road which is a part of the county system of highways or which is a highway maintained by the state. Traffic lanes and other space shall be provided, designated and kept open for access by ambulance, fire equipment, helicopter and other emergency vehicles. Prior to the issuance of a license, the county's Sheriff Department and the township's Fire Chief must approve the licensee's plan for access and traffic control. There must be at least two accesses to a public road or one access route approved by the township's Fire Chief.
- (J) *Parking.* The licensee shall provide a parking area sufficient to accommodate all motor vehicles, but in no case shall he or she provide less than one automobile space for every four attendants, and no parking shall be allowed on any public road or right-of-way.
- (K) *Camping and trailer parking.* A licensee who permits attendants to remain on the premises between the hours of 2:00 a.m. and 6:00 a.m. shall provide for camping and trailer parking and facilities in accordance with the state traffic code, and the

- rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision by state or local law.
- (L) *Illumination.* The licensee shall provide electrical illumination of all occupied areas sufficient to ensure the safety of all attendants. The licensee's lighting plan shall be approved by the township's Electrical Engineer.
  - (M) *Insurance.* The licensee shall obtain public liability and property damage insurance in amounts specified by the Township Board from a company or companies approved by the state's Commissioner of Insurance, which insurance shall insure liability for death or injury to persons or damage to property which may result from the conduct of the assembly or conduct incident thereto and which insurance shall remain in full force and effect in the specified amounts for the duration of the license. The evidence of insurance shall include an endorsement to the effect that the insurance company shall notify the Township Clerk in writing at least ten days before the expiration or cancellation of said insurance.
  - (N) *Bonding.* Before the issuance of a license, the licensee shall obtain, from a corporate bonding company authorized to do business in the state, a corporate surety bond in the amount specified by the Township Board in a form to be approved by the Township Attorney, conditioned upon the licensee's faithful compliance with all of the terms and provisions of this chapter and all applicable provisions of state or local law, and which shall indemnify the township, its agents, officers, and employees and the Town Board against any and all loss, injury or damage whatever arising out of or in any way connected with the assembly and which shall indemnify the owners of property adjoining the assembly site for any costs attributable to cleaning up and/or removing debris, trash or other waste resultant from the assembly, and any person or property damage done by attendants of the outdoor assembly.
  - (O) *Fire protection.* The licensee shall, at his or her own expense, take adequate steps as determined by the state's Fire Marshal, to ensure fire protection.
  - (P) *Sound producing equipment.* Sound producing equipment, including but not limited to public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the premises of the assembly so as to be unreasonably loud or raucous, or so as to be a nuisance or disturbance to the peace and tranquility of the citizens of the township and in no case shall the decibel level exceed 60 decibels between the hours of 9:00 a.m. and 11:00 p.m., and 50 decibels between the hours of 11:00 p.m. and 9:00 a.m. at the nearest public road.
  - (Q) *Access gates.* There will be sufficient gates properly located so as to provide ready and safe ingress and egress.
  - (R) *Miscellaneous.* Prior to the issuance of a license, the Township Board may impose any other condition(s) reasonably calculated to protect the health, safety, welfare and property of attendants or of citizens of the township.