

OUTDOOR ASSEMBLY APPLICATION/PERMIT

*** Application must be made 90 days prior to the date of event ***

You must be 18 years of age to apply for an OUTDOOR ASSEMBLY PERMIT. There is a \$100 fee for this application.

Date of Application

Name of Event

Sponsor of Event
(if applicable)

Group Contact
Name

Address

Mailing

City

State

Zip

Contact Phone

Alternate Phone

Contact E-mail

Date of Event

Start Time

End Time

Location of
Event

*If location of event is different than the address above, please provide property owner information below. **PLEASE ALSO NOTE THAT AN AFFADAVIT INDICATING CONSENT OF THE PROPERTY OWNER MUST BE SUBMITTED.**

Property Owner

Contact Phone

Alternate Phone

Property Owner
E-mail

Address of Property Owner

City

State

Zip

Expected
Attendance

Purpose and Description of Event

Attachments to Application. Each application shall be accompanied by a detailed explanation including drawings and diagrams where applicable, of how the prospective Permittee will meet Title II, Chapter 11, Outdoor Gatherings, Section E.- Standards for Review and Conditions of Approval of the Putnam Township Code of Ordinances (attached).

I hereby certify that all information and data attached and made part of this application are true and accurate to the best of my knowledge and belief. I understand that there are requirements that must be met in order to comply with the Outdoor Assembly Ordinance. I agree to conform to all applicable laws and ordinances of this jurisdiction.

Signed

Date

For Office Use Only

Application
Received

Fee Received

Cash

Check

Verifications

Livingston County
Sheriff
Portable Toilets
Property Owner
Affidavit
Security

Medical
Facilities
Fire Protection
Insurance

Notes

Putnam
Township Board

Approval
Denial
Date

Signed

Date

Please read a description of the requirements for each item (attached) and describe on a separate sheet how you will meet the requirements and provide supporting documentation where required

1. Security Personnel- Must provide proof or explain how you are providing security. #_____
2. Water Facilities
3. Toilet Facilities- Provide proof that the appropriate # of toilets will be available by way of a receipt or letter. #_____
4. Operable Condition (Toilet facilities)*
5. Food Service*
6. Medical Facilities*/****#_____
7. Liquid Waste Disposal*
8. Solid Waste Disposal*
9. Protection against Public Nuisances
10. Access and Traffic Control**
11. Parking/shuttle service # of spaces_____
12. Camping and Trailer Parking***
13. Illumination
14. Insurance – 30 days prior to event with the Township named as additional insured.
15. Fire Protection****
16. Sound Producing Equipment
17. Fencing
18. Duration
19. Miscellaneous

*Must call Livingston County Department of Public Health (517) 552-6870 to address concerns they may have and provide proof to the Township (email from Department is acceptable) that all concerns if any have been addressed to the Health Department's satisfaction.

**Must call Livingston County Sheriff's Department (517) 546-2440 to address concerns if any, they may have regarding traffic control and provide proof to the Township (email from Department is acceptable) that any concerns have been addressed to the Sheriff's Departments satisfaction.

***If there will be overnight camping, must be licensed by Livingston County (517) 552-6870.

****Must contact the Livingston County EMS Director (517) 546-6220 to arrange for medical protection and provide proof to the Township (email from Director is acceptable).

Office Use Only

All requirements of the Outdoor Assembly Ordinance have been met.

Authorized Township Signature

Date

E. Standards for Review and Conditions of Approval. In processing an application, the Board shall, at a minimum, require the following as a condition to any Permit that is granted:

1) Security Personnel. The Permittee shall provide at his own expense such security personnel as determined by the Township to be 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 Permit shall be issued unless the chief law enforcement officer for Livingston County, or his or her designee, is satisfied that such necessary and sufficient security personnel will be provided by the Permittee for the duration of the Assembly. However, if no response from the chief law enforcement officer for Livingston County or his or her designee, is received within 20 days after the application is received by the chief law enforcement officer, the chief law enforcement officer will have waived his or her right to review and make recommendation regarding the security personnel.

2) Water Facilities. The Permittee shall provide potable water meeting all federal, state, county and other local requirements for purity, sufficient to provide drinking water for the maximum number of people to be assembled, at the rate of at least one gallon per person per day. At its sole discretion; the Township may impose any additional or more stringent requirement for sufficient water facilities.

3) Toilet Facilities: The Permittee shall provide sufficient toilets of the type determined adequate by the Township upon consultation with the Livingston County Health Officer. However, at a minimum, the Permittee shall provide two (2) toilets for the first 750 people in attendance and one (1) toilet for every 1,000 people in attendance over 750 people. The Township in its sole discretion may increase the above minimum.

Of the number of toilets required by the Township, at least one toilet shall be handicapped accessible; however, the Township in its sole discretion may increase the above minimum of handicapped accessible toilets.

All toilet facilities shall be equipped with sufficient toilet paper, soap, water, and towels for dryers for peak use.

4) Operable Condition. All facilities shall be installed, connected, and maintained free from defects and shall at all times be in operable condition as determined by the Livingston County Health officer, or his or her designee, if no response from the chief health officer for Livingston County or his or her designee, is received within 20 days after the application is received by the chief health officer, the chief health officer will have waived his or her right to review and make recommendation regarding the operable conditions of the facilities.

5) Food Service. If food service is made available on the premises, it shall be delivered only through concessions licensed and operated in accordance with the provisions of Michigan law, and the rules and regulations adopted pursuant there to and in accordance with any other applicable local law.

6) Medical Facilities. If the Assembly is not readily and quickly accessible to adequate existing medical facilities, the Permittee shall be requested 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 chief Livingston County health officer, or his or her designee. If no response from the chief health officer for Livingston County or his or her designee is received within 20 days after the application is received by the chief health officer, the chief health officer will have waived his or her right to review and make recommendation regarding the medical facilities.

7) Liquid Waste Disposal. The Permittee shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto established by the Livingston County Health Department and Michigan law and local law. If liquid waste retention and disposal is dependent upon pumpers and haulers, they shall be licensed in accordance with the laws and regulations adopted thereto promulgated by the State of Michigan, and in accordance with any other applicable local law. Prior to issuance of any Permit, the Permittee shall provide the Township and the Livingston County health officer with a true copy of an executed agreement in force and effect with a licensed pumper or hauler, which agreement shall assure proper, effective, and frequent removal of liquid waste from the premises so as to neither create nor cause a nuisance or a menace to the public health.

8) Solid Waste Disposal. The Permittee shall provide for solid waste storage on and removal from the premises. Storage shall be in approved, covered, fly-tight and rodent proof containers, provided in sufficient quantity to accommodate the number of attendants. Prior to issuance of any Permit, the Permittee shall provide the Township and the chief County 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.

9) Protection Against Public Nuisances. The Permittee 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 rodent poisons 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.

10) Access and Traffic Control. The Permittee shall provide for ingress to and egress from the premises so as to ensure the orderly flow of traffic onto and off 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 of Michigan. 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 permit, the Chief Law enforcement officer or his or her designee for Livingston County must review the Permittee's plan for access and traffic control. However, if no response from the chief law enforcement officer for Livingston County or his or her designee, is received within 20 days after the application is received by the chief law enforcement officer, the chief law enforcement officer will have waived his or her right to review and make recommendation regarding the access and traffic control.

11) Parking/shuttle service. The Permittee shall provide a parking area sufficient to accommodate all motor vehicles, but in no case shall he provide less than one automobile space for every four (4) attendants, unless otherwise specifically authorized by the Township. In the event that adequate parking is not available at the event site then the Permittee must make available, off-site parking space and also make available a shuttle service to and from the event site.

12) Camping and Trailer Parking. A Permittee 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 applicable state and local laws and the rules and regulations adopted pursuant thereto.

13) Illumination. The Permittee shall provide electrical illumination of all occupied areas sufficient to ensure the safety and comfort of all attendants. The Township shall approve the lighting plan after consultation from the chief law enforcement Officer of Livingston County or his or her designee. However, if no response from the chief law enforcement officer for Livingston County or his or her designee, is received within 20 days after the application is received by the chief law enforcement officer, the chief law enforcement officer will have waived his or her right to review and make recommendation regarding the lighting plan.

14) Insurance. Before the issuance of a Permit, the Permittee shall obtain public liability insurance with limits of not less than \$1,000,000.00 per occurrence and property damage insurance with a limit of not less than \$100,000.00 from a company or companies approved by the Commissioner of Insurance of the State of Michigan, 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 Permit. The evidence of insurance shall include an endorsement to the effect that the insurance company shall notify the clerk of the Township in writing at least 30 days before the expiration or cancellation of said insurance, The Township must be named as an additional insured on this policy.

15) Fire Protection. The Permittee shall, at his own expense, take adequate steps to ensure fire protection or make fire protection plans with the Putnam Township fire department Fire Chief, deputy Fire Chief or designee.

16) 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 shall be in accordance with the noise limits of Putnam Township, including but not limited to any noise limits established by any Township ordinance.

17) Fencing. Unless waived by the Township, the Permittee shall erect a fence or other barrier completely enclosing the site, of sufficient height and strength to preclude Persons in excess of the maximum of permissible attendants from gaining access to the Assembly. Any such fence shall have a sufficient number and properly located access points to allow for safe ingress and egress. The Township Fire Chief shall be consulted regarding access for emergency vehicles.

18) Duration. No Outdoor Assembly shall take place or continue between the hours of 12:00 a.m. and 6:00 a.m.

19) Miscellaneous. Prior to the issuance of a Permit, the Board may impose any other conditions reasonably calculated to protect the health, safety, welfare, and property of attendants, or of citizens of the Township.

***** For more information, please refer to Ordinance #38, Outdoor Assembly on the Putnam Township website, putnamtwp.us, purchase a copy, or review a copy in the Township office.*****