

Lilley Township

What is ... and Why should I consider a Special Event Application

The Special Event Application is an information tool used to educate the public of Local Ordinances, County, State Laws & Regulations that we should keep in focus when we are planning to have an event on our property. Its intention is to educate and inform the property owner holding the event, their neighbors, and the community, to ensure continuity in implementation of our Zoning Ordinances and the health & safety of our community.

This Application follows Lilley Township Zoning Ordinance Section 3.17 and 3.32. Its use is for any event conducted where the Public is invited to attend, duration of the event does not extend beyond 10 days and is not a normal use of the owners property.

Implementation of this Application ensures the property owner's awareness of responsibilities, the collection of all permits that pertain to the temporary land use, Health Department permits, burn permits etc., are obtained; and the Lilley Township Fire Department/MFResponders are notified of any potential dangers and Fire Safety Concerns that could arise during the event.

Applications can be obtained by contacting:

- LilleyTownship.org
- Email: lilleytownshipbitely@gmail.com
- Lilley Township-Bitely Community Message Board on Facebook (private message)

Lilley Township

Special Event

Application ...

Special Event Applications must be returned to the Planning Commission prior to their next meeting and at least 90 days prior to intended event. Ordinance: Section 3.17 and 3.32 Special Events are events lasting 10 days or less.

Date _____

Name of Event: _____
 Primary Contact: _____
 Address: _____
 Secondary contact: _____
 Address _____
 Event Type: _____
 Proceeds for this event go to _____

Event date _____
 Phone _____
 Email _____
 Phone _____
 Email _____
 For Profit _____ Non Profit _____

All Alcohol sales are PROHIBITED at any event in Lilley Township.

Activities:

Contact Person	Phone
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Will there be entertainment Y N

If yes, please explain _____

Is this a kid friendly event Y N

Will there be retail vendors Y N

Will there be food vendors Y N

Permit verification contact _____

Will attendees be using cooking equipment to prepare food (i.e grills etc) Y N

Will there be a community fire pit Y N

(Burn permits, notification to Lilley Township Fire & Rescue)

Permit contact _____

If yes, how many _____

If yes, how many _____

Phone _____

Individual burn rings Y N

Individual burn rings Y N

Phone _____

What arrangements are made for parking? **Parking on M37 or any County road or it's right of way is prohibited.**

What security measures do you plan to implement if any? _____

Who is responsible for security? _____ Phone _____

Event Clean Up Contact Name _____ Phone _____ Email _____

ALL items are to be removed from the property within 14 days of the close of the event. (i.e. campers trailers, tents, signage, vehicles. Any item that was not on the property before without proper permits.) Applicant signature grants property/event access permission for official inspection to assure compliance with Township ordinances.

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____

Property Owner Name(Please Print) _____

*** Attach copies of all applicable Lilley Township, Newaygo County and Health Dept permits to this application.**

*** Attach Site Plan for this event**

*** Attach information regarding Liability Insurance to this application.**

All Special Event Applications are subject to approval by the Lilley Township Board
 Copy of Application and all attachments will be filed with Lilley Township Board