

Application to Erect Structure on City Property
Pursuant to Chapter 13, Section 13-52 of the City of Ferndale Code of Ordinances

Applicant Name: _____

Sponsoring Organization: _____

Address: _____

Phone: _____ Email: _____

Name of Event: _____

Date/time of event: _____

Event location: _____

Anticipated number of participants: _____ (100+ requires Special Event application)

Proposed structure: ___ Moonwalk ___ Tent ___ Canopy ___ Other: _____

Location of structure: _____

Please attach site plan for review by Community Development Department. _____

Park rental agreement or lease agreement for use of public property must be attached to this application. _____

Approval Process:

1. Submit application and site plan at least 60 days prior to event
2. Contact Ferndale Fire Department for Operational Permit - \$100
3. Contact Community Development Department for Permit -\$35+\$15 site plan review
4. Approval by City Council at least 30 days prior to event (all fees must be paid prior to council consideration)
5. Submit all required license and indemnification agreements.
5. Submit insurance certificate to City Clerk's Office at least 5 business days prior to event. Rental company for inflatable structures must provide insurance naming the City of Ferndale as additional insured.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this proposed event, affirm my understanding of the event process, and agree that the sponsoring organization shall comply with City of Ferndale regulations, the terms of the Written Confirmation of Approval and all other City requirements, ordinances and other laws which may apply to this event. Further, the undersigned hereby swears or affirms that all of the contents of this application are true and accurate to the best of my knowledge.

Signature of Applicant

Date

Return this application to:
City Clerk's Office
300 East Nine Mile Road
Ferndale, MI 48220