

**Village of Otter Lake**  
**Lapeer and Genesee Counties, Michigan**  
**Special Events Ordinance**

**Ordinance #36**

**Section 1: DEFINITIONS**

For the purposes of this ordinance, a "special event" shall mean a block party, festival, celebration, concert, or any similar occurrence or event to be conducted for a charitable, historical, educational, public or civic purpose and not for profit within any zoned district within the Village of Otter Lake, provided, however that parades and all political activities are specifically excluded from coverage under this ordinance.

**Section 2: PERMIT REQUIRED**

No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit or induce participation in a special event unless a permit has first been obtained from the Village. No person, firm, corporation or organization shall violate any of the terms issued for a special event or the terms of this article, nor join or participate in any permitted activity under this article over the objections of a permit holder or in any manner interfere with the progress or orderly conduct of a special event.

**Section 3: SPECIAL EVENTS ALLOWED PURSUANT TO PERMIT**

A person, firm, corporation or organization shall be allowed to conduct a special event in any zoned area with the Village of Otter Lake if it has first secured a permit pursuant to this ordinance, as well as final approval from the Village Council.

**Section 4: REIMBURSEMENT FOR MUNICIPAL EXPENSES**

Applicants may be required to reimburse the Village for the costs of village employees and for all other expenses incurred by the Village in preparing for and administering the special event at rates to be periodically set by the Village Council.

**Section 5: APPLICATION FOR PERMIT**

An application for a permit for the holding of a special event shall be made upon a form provided by the Village Clerk. All information requested on the application shall be provided.

**Section 6: TIME OF FILING**

The application for a permit shall be filed not less than ninety (90) days prior to the scheduled date of the special event. Failure to file on time may result in the denial of a permit. For good cause shown, the Village Clerk may waive this time limitation.

**Section 7: LITTER COLLECTION**

Applications shall provide for the collection and removal of all trash, garbage and litter caused by or arising out of the special event and shall advise the Village Clerk of the specific plans for same. Should the applicant fail to remove all trash, garbage and litter to the satisfaction of the Village the same shall be completed by the Village employees and the applicant shall reimburse the Village at the hourly rate established by the Village Council.

**Section 8: CONDITIONS IN PERMIT**

Any permit granted under this article may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic and the public health, safety, tranquility, morals or welfare, including but not limited to, changes in time, duration, number of participants or noise level.

**Section 9: STANDARDS FOR ISSUANCE**

A permit shall be issued by the Village Clerk upon approval of the Village Council when, from a consideration of the application and from such other information as may be otherwise be obtained, it is found that all of the following circumstances exist:

- a. The applicant has not knowingly and with intent to deceive, made any false, misleading or fraudulent statements of material fact in the application for a permit or in any other document required pursuant to this ordinance.
- b. The applicant has met the standards in this article and agrees to such conditions as are imposed in the permit.
- c. The time, the duration and size of the special event will not substantially disrupt the safe movement of traffic.
- d. The concentration of persons will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to that area where the special event is being held.
- e. Any required or necessary temporary street closure will not unduly interfere with the moving of fire fighting equipment on the way to a fire and further will not unduly interfere with the orderly operation of churches, schools or other public and quasi-public institutions within the Village.

**Section 10: NOTICE OF ISSUANCE OR DENIAL**

Written notice of the issuance or denial of the permit shall be provided to the applicant within thirty (30) days of receipt of an application or as soon as practicable if received less than thirty (30) days in advance of the proposed date of the special event. If a permit is denied, said written notice shall state the reason for denial.

**Section 11: REVOCATION OF PERMIT**

Any permit for a special event issued pursuant to this article may be revoked by the Village Council or Village President at any time when by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this ordinance or any permit conditions, or undue burden on public services, the health, safety, tranquility, morals or welfare of the public or where the safety of any property requires such revocation. Notice of revocation of the permit shall be delivered in writing to at least one person named upon the permit by personal service or by certified mail, or if the closure has commenced, orally, or in writing, by personal contact or service, or by telephone. Continuance after such notice has been delivered is unlawful.

**Section 12: ADOPTION**

This ordinance adopted by the Otter Lake Village Council at a meeting duly called and held on the \_\_\_\_ day of \_\_\_\_\_, 2010. This ordinance published as required by law on the \_\_\_\_ day of \_\_\_\_\_, 2010. This ordinance shall take effect thirty (30) days after the date of publication.

The foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Otter Lake, Counties of Lapeer and Genesee, State of Michigan.

Members Present:

Members Absent:

It was moved by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_ to adopt the Ordinance.

Members voting yes:

Members voting no:

The Ordinance was declared adopted by the Village President and has been recorded in the Ordinance Book.

**Village of Otter Lake**

**Application for Special Event Permit**

Applicants Information

Date Submitted \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Co-Sponsors of Event (Please list organization, contact person, address and phone number for each)

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

Description of the Event and Proposed Location (Please state intended benefit of the event)

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

Dates of Special Event (Include starting and ending times for each days events)

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

Requested Street Closures (List street names, location and dates/times of requested closures)

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

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

This Permit Application was approved / denied by the Village Council on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Joan Skias, Village Clerk

\_\_\_\_\_  
Date