



Dear Business Owner:

**Subject: Sidewalk Display Application**

Thank you for your interest in adding to our community by providing a positive contribution to our outside downtown shopping environment.

Enclosed is a Sidewalk Display Permit Application which will allow the temporary exhibition, display or offering of goods, merchandise, food, drink or services. Please familiarize and adhere to the Traverse City Code of Ordinances Chapter 1022 Sec. 1022.05 Merchandise Displays in C-4 Districts which can be viewed in its entirety at:

[https://library.municode.com/mi/traverse\\_city/codes/code\\_of\\_ordinances?nodeId=PTTENSTUT\\_PUSECO\\_TITWOSTSIAR\\_CH1022SI\\_1022.05MEDIDI](https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTTENSTUT_PUSECO_TITWOSTSIAR_CH1022SI_1022.05MEDIDI).

When submitting your application, please have the application completed in its entirety, and include the following:

- 1). \$35.00 Application fee
- 2). Comprehensive General Liability Certificate in the amount of \$1 Million per occurrence along with an Endorsement to the policy, naming the City of Traverse city as additional insured.
- 3). If serving food, include a copy of the Health Department of Agriculture Permit.
- 4). Signed petition of property owners or occupiers of at least 60% of footage fronting the sidewalk on both sides of the street.

Once your application and required attachments have been submitted, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk's Office will issue you a formal *Sidewalk Display Permit*.

We hope this information is helpful. The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or Kim Lautner, Registration/Licensing Clerk at [klautner@traversecitymi.gov](mailto:klautner@traversecitymi.gov).

Most sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Marentette".

Benjamin Marentette, MMC  
City Clerk



**CITY OF TRAVERSE CITY  
APPLICATION FOR SIDEWALK DISPLAY  
OF MERCHANDISE PERMIT  
(C-4 District Only)**

Name of Organization or Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

Address or Location of Display: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) requested: \_\_\_\_\_

**Requirements:**

1. Are tents/membrane structures to be used? \_\_\_ Yes \_\_\_ No  
➤ If yes, please contact the Fire Marshal and Building Inspector as all membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code.
2. Comprehensive General Liability Certificate in the amount of \$1 Million per occurrence naming the City of Traverse City as additional insured.
3. If food, is the Health Department or Agriculture Permit copy attached? \_\_\_ Yes \_\_\_ No
4. Signed petition of property owners or occupiers of at least 60% of footage fronting the sidewalk on both sides of the street. (Frontage to be checked by the City Clerk's Office prior to issuance of permit.)

**The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the city of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the city of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the city of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant