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The City of Traverse City

Office of the Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



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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 [www.traversecitymi.gov/downloads/1022.pdf](http://www.traversecitymi.gov/downloads/1022.pdf).

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 C. Marentette".

Benjamin C. Marentette, CMC  
City Clerk

