



**CITY OF MUSKEGON  
SPECIAL EVENT PARKING DOWNTOWN  
APPLICATION**

City Code of Ordinance, Section 50-111, adopted on March 24, 2015, states, “Residents and businesses selling parking spaces on their property during a City approved special event in the downtown district are required to obtain a license. At least one restroom facility must be made available to the public for 50 – 99 parking spaces being offered within 100 feet of a parcel and two restroom facilities be available within 100 feet on parcels selling 100 or more parking spaces. Parcels may be combined as long as they are contiguous. The license must be prominently displayed at the entrance to the parking facility and if the number of parking spaces meets or exceeds 50, a sign must be prominently displayed indicating to the public that a public restroom is available.”

**Fee for annual special event parking - lot with 50 or more parking spaces - \$125**

**Fee for one special event parking lot with more than 50 or more parking spaces - \$50**

**NO PERMIT REQUIRED FOR PARKING LOT WITH LESS THAN 50 SPACES**

**PLEASE TYPE OR PRINT - RETURN APPLICATION TO CITY CLERK’S OFFICE – (231)724-6705**

<b>BUSINESS/ORGANIZATION NAME:</b>	<b>ADDRESS OF BUSINESS/ORGANIZATION</b>  <b>TELEPHONE NUMBER</b>
<b>DATES AND NAME OF CITY-APPROVED SPECIAL EVENT IN THE DOWNTOWN DEVELOPMENT DISTRICT:</b>	
<b>PROPERTY LOCATION AND NUMBER OF PARKING SPACES TO BE SOLD. BE SPECIFIC. ATTACH A MAP OF AREA INDICATING NUMBER OF SPACES INDICATED. (MAP MAY BE HAND DRAWN) EACH PROPERTY LOCATION WILL REQUIRE A SEPARATE APPLICATION AND FEE.</b>	
<b>NUMBER OF PARKING SPACES AVAILABLE IN LOT:</b>	
<b>NAME AND TELEPHONE NUMBER OF CONTACT PERSON:</b>	<b>ALTERNATE NAME AND TELEPHONE NUMBER OF CONTACT PERSON:</b>

**Applicant acknowledges they will provide one public restroom for application indicating over 50 parking spaces will be available and two public restrooms will be made available to the public if 100 or more parking spaces will be available during event. Said public restrooms to be made available within 100 feet of the parcel. Applicant also acknowledges that license and sign indicating public restrooms are available will be prominently displayed to the public at the entrance to the parking facility throughout the duration of the event.**

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

\_\_\_\_\_  
**Date**