


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 900-52	HISTORY
		FILE #
	DATE: September 15, 2009	DATE
	FILE NUMBER: 78652	
	DEPARTMENT: Economic Development	

SUBJECT: Temporary Use of City-Owned Property

PURPOSE: To establish the basis for permitting temporary use of City-owned property.

POLICY:

Periodically, private parties request limited short term permission to use City-owned property for temporary minor private or semi-public purposes. Examples of such requests include: construction staging, environmental monitor wells, or other such minor encroachments. Use of City-owned property operated by the Parks and Recreation Department, Public Museum, Public Library, as well as City-owned right-of-way may be covered by other permitting processes, practices and policies.

If a request to use City owned property is received in connection with issuance through another City permitting process the use of City owned property request will be considered under each policy's criteria together as complimentary with final overall approval given under the broader permit.

Requests for temporary use of City-owned property for an appropriate use can be approved by staff, provided the applicant for such use pays an applicable fee and provides adequate safeguards, plans, insurance and deposits, as determined necessary by the City Manager or his/her designee.

All temporary use requests shall be reviewed by the City Manager or his/her designee to determine impact on City-owned property and neighbors. If the impact is determined to be extensive, the City Manager may coordinate with other required permits; deny use for this purpose; may add special conditions as deemed appropriate; or may suggest a more formal method of granting permission to use, for example a lease or property sale, and present to the City Commission for approval.

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Upon approval, the City Manager or his/her designee is hereby authorized to issue written permits for limited, minor, and temporary use of City-owned property for private or semi-public purposes where it has been determined the use will not interfere with nor adversely impact the City, neighbors, or community upon the following conditions:

1. That application for such temporary use be made by the requesting party in writing on a form approved by the City Manager or his/her designee.
2. That the application be reviewed by affected City Departments as deemed necessary by the City Manager or his/her designee.
3. That permits be issued by the City Manager or his/her designee stipulating and requiring that the temporary use will be permitted under certain conditions and that adequate insurance is provided as deemed appropriate by the City Risk Manager.
4. That the term of the temporary use is limited. Extensions may be approved by the City Manager or his/her designee. Permission may be withdrawn by the City at any time for no reason or for any reason whatsoever at the sole discretion of the City Manager or his/her designee.
5. That the party requesting temporary use as a condition of approval agrees to clean up and restore the City-owned property to a condition equal to or better than its condition prior to its temporary use. Determination of compliance will be at the sole determination of the City Manager or his/her designee.
6. That the party requesting temporary use pay an applicable fee as established periodically by the City Manager and provide to the City such plans, insurance, deposits, specifications, information, releases, guarantees, licenses, permits, and approval from others, as determined necessary by the City Manager or his/her designee, and comply with all other requirements pertaining to said temporary use permit.