



## City of Ann Arbor

### PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES

Mailing: 100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

Location: 2000 South Industrial Highway | Ann Arbor, Michigan 48104-6120

p. 734.794.6263 | f. 734.994.8460 | building@a2gov.org

Date Received: \_\_\_\_\_

#### APPLICATION FOR PERMIT FOR SIDEWALK OCCUPANCY

NOTE: Written notice must be provided to the business directly adjacent to the sidewalk area to be occupied. Liability insurance is also required.

1. Name of Individual/Business: THE GUILD OF ARTISTS & ARTISANS
2. Individual/Business Address: 118 N. 4th AVE, AA State: MI Zip: 48104
3. Name of Applicant: MAX CLAYTON, EXECUTIVE DIRECTOR/CEO
- Address of Applicant: 118 N. 4th AVE, AA State: MI Zip: 48104
- Phone No(s): 734 662 3382, ext. 103 Fax No: 734 662 0339
- Email: clayton@theguild.org Liquor Lic.# (if applicable): NA
4. Address of Sidewalk Occupancy: MAPS & STREET CLOSURE REQUEST ATTACHED
5. Purpose of Sidewalk Occupancy: 43RD ANNUAL ANN ARBOR SUMMER ART FAIR

6. Dates of Occupancy: TUESDAY - SATURDAY, JULY 17-21, 2012
7. Area of Occupancy (Square Feet): SEE STREET CLOSURE REQUEST

Debra "Max" Clayton 1/16/12  
Applicant's Signature Date

OFFICE USE ONLY	
Sidewalk Use Fee _____	Insurance Certificate on File: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total _____	Insurance Expiration Date: _____
Date Paid _____	Adjacent Property Owner Permission Slip Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Approval from Like Businesses: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Outdoor Liquor Service: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Permit No. _____
City Authorization Signature _____ Date _____	

PLEASE RETURN BY MAIL TO: Community Services Permit Desk, City of Ann Arbor, City Hall  
100 N. Fifth Avenue, P.O. Box 8647, Ann Arbor, MI 48107-8647

OR IN PERSON TO: 2000 South Industrial Highway, Ann Arbor, MI 48104-6120



January 17, 2012

The Honorable John C. Hieftje  
Mayor, City of Ann Arbor  
and the Ann Arbor City Council  
City of Ann Arbor  
100 N Fifth Ave  
Ann Arbor, MI 48104

Dear Mayor Hieftje and Council Members:

The Guild of Artists & Artisans respectfully requests the following street closures and city services for the **43rd Annual Ann Arbor Summer Art Fair**, July 18-21, 2012.

**DATES and TIMES**

Street closures and sidewalk permits are requested to begin on Tuesday, July 17, 2011 at 6 a.m. and continue through Sunday, July 24 2011, ending at 5 a.m.

**STREET CLOSURES**

**Main Street:** To be closed from Huron Street to William Street; Huron, Washington, and William streets will remain open to traffic.

**Liberty Street:** To be closed from Main Street to Fifth Avenue; Ashley Street, Fourth Avenue and Fifth Avenue will remain open to traffic.

**State Street:** To be closed from William Street to South University Street; State Street to be closed from Madison to South University streets except for local and shuttle bus traffic.

**SIDEWALK PERMITS**

The use of the sidewalk at Washington at Main streets, William at Main streets, and Fourth at Liberty streets for portable toilets is requested. The sidewalk will not be closed; it will be used for the designated services.

**ACTIVITY AREAS**

Community activities and audience amenities are designated on the attached maps. Activities may include artist's booths, community organization booths, fair information booths, fair merchandise booths, concessions, radio remote broadcasting, fundraising activities, performance areas, children's activity area and demonstration areas. The Guild will coordinate art fair activities in the Main Street area with the Main Street Area Association.

**SIGNAGE**

Permission to place temporary signage within the fair site is requested. Signs will identify activities, services and provide directions for fairgoers.

**SOLID WASTE**

The use of the streets on Washington at Main, Ashley at William, and on Maynard between Jefferson and William, for dumpsters is requested. The streets will not be closed rather will be used for the designated services.

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**T H E   G U I L D   O F   A R T I S T S   &   A R T I S A N S**

**118 N. Fourth Avenue • Ann Arbor, MI 48104-1402  
734.662.3382 • Fax: 734.662.0339 • [info@theguild.org](mailto:info@theguild.org) • [www.theguild.org](http://www.theguild.org)**

**SOLID WASTE (continued)**

The Guild requests ten dumpsters. Four dumpsters will be located on Washington Street East of Main Street, three dumpsters on the east side of Ashley at William streets, and three dumpsters on the west side of Maynard Street. The Guild is in communication with the Plant and Maintenance Department and The University of Michigan, concerning the dumpsters to be placed adjacent to University of Michigan property. The placement of the Maynard Street dumpsters will also be coordinated with the State Street Area art fair. A detailed map will be forwarded to the Solid Waste Department. Daily service of all dumpsters is requested.

We request cardboard waste receptacles and liners for use by the *Ann Arbor Summer Art Fair*. The provision of eight wheeled carts for waste transportation from the fair areas to the dumpsters or recycle centers is also requested.

The *Summer Art Fair* proposes several recycling centers for use by the artists and the audience. Locations include: William and Main streets (AATA stop); State and William streets (shared with the State Street Area art fair); South University and State streets (AATA stop); Liberty and Ashley streets; and Liberty and Fifth Avenue (shared with State Street Area Association). The Solid Waste Department will provide the container pickup. The art fairs recyclables include Art Fair Guides, cardboard, newspaper, cups, cans, and similar materials.

**POLICE and FIRE PROTECTION**

We request adequate Police and Fire coverage for the State Street and Main and Liberty Street areas of the fair site during the fair hours and overnight during the event.

**BARRICADES, PARKING and UTILITIES**

We request placement of barricades at the appropriate intersections and alleys, as noted on the attached maps. We also request use of the electrical service on the light poles on Main and Liberty streets. As in the past, specific requests for meters to be bagged and use of the small surface lot at the northeast corner of Main and William will be coordinated through the Downtown Development Authority.

**INSURANCE**

Proof of Insurance will be provided.

The Guild of Artists & Artisans will continue to coordinate our *Ann Arbor Summer Art Fair* activities through the Mayor's Committee on Art Fairs. The locations and uses identified on the maps are tentative, but likely, at the time of this request. If the Council requests, updates will be provided.

Thank you for your support of the *43rd Annual Ann Arbor Summer Art Fair* and for the excellent city services we receive.

Best regards,

*Max Clayton*

Debra "Max" Clayton  
Executive Director and CEO

**Attachments:**

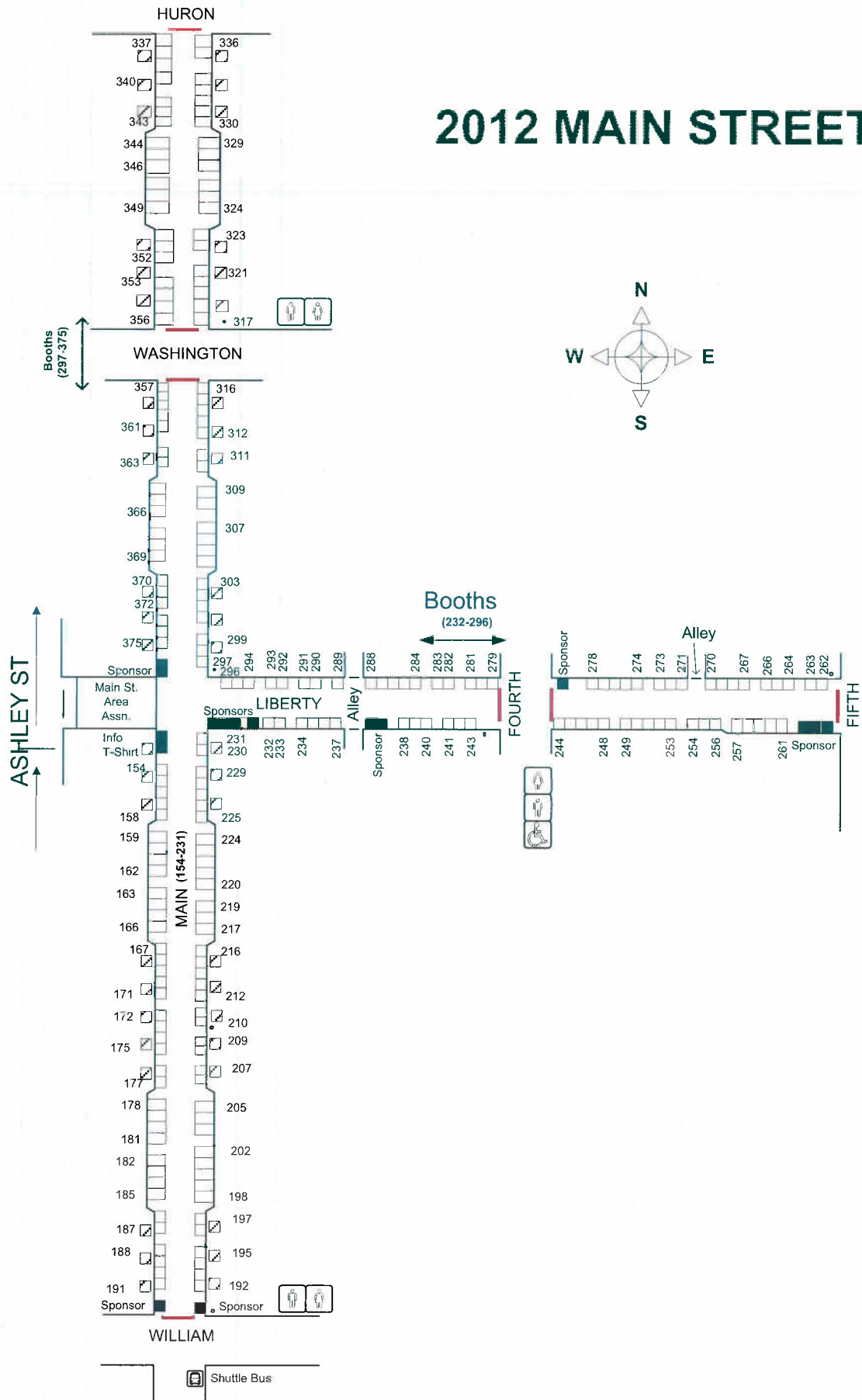
Main Street/Liberty Street event map  
State Street event map

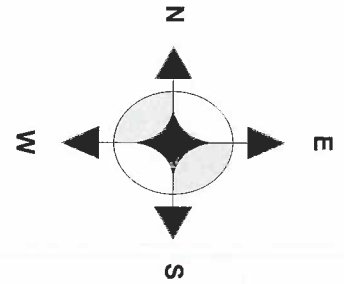
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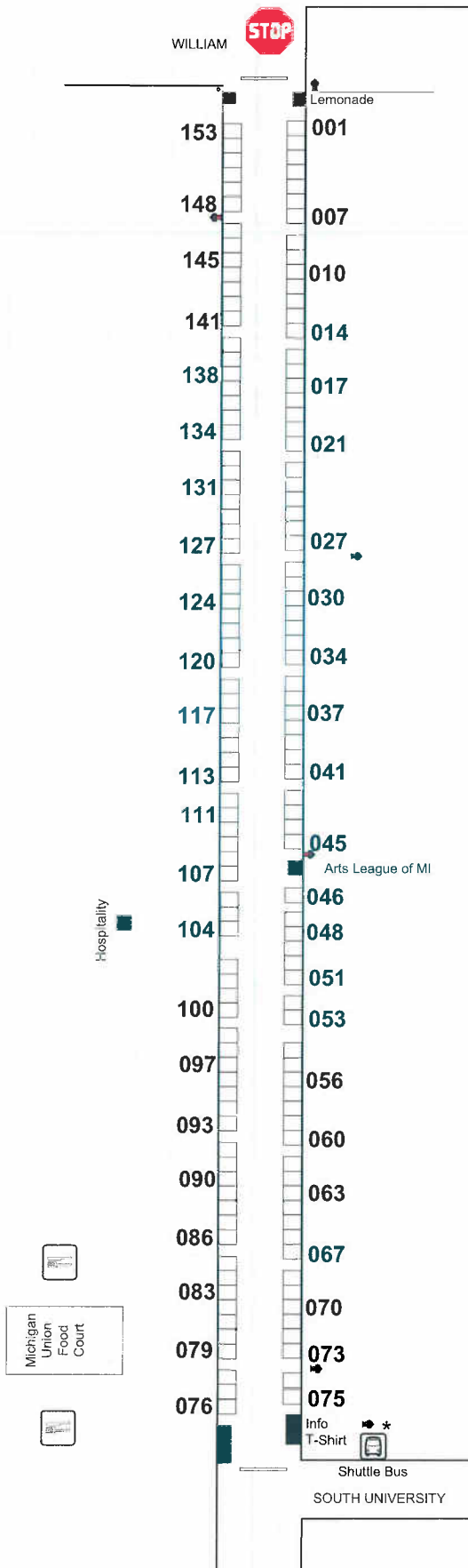
# 2012 MAIN STREET





# STATE STREET AREA 2012

= Fire  
Hydrant







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### SIDEWALK OCCUPANCY SUBMITTALS

When applying for a Sidewalk Occupancy permit to the Community Services Permit Desk, the following items must be included:

- ☒ Picture (digital, Polaroid, or any other) of the location to be occupied including any equipment/apparatus used in conjunction with the event.
- ☒ Health Dept. Certificate (if selling food items not pre-packaged)
- ☒ Completed application
- ☒ Notification Form (unless in front of your own business)
- ☒ Liability Insurance
- ☒ Must maintain 6 foot wide clearance on sidewalk
- ☒ Approval from business within 75 feet of desired location selling like items. Applicant must receive approval from any and all businesses within 75 feet of desired location that sell comparable items.

Please check the following boxes to acknowledge the understanding of the listed items:




- ☒ No cart or items in connection with the cart shall be left on the sidewalk overnight, or for a 24-hour period.
- ☒ No cart shall be affixed to any stationary object (light pole, parking meter, traffic control device, etc.)
- ☒ No person shall use a motorized generator in connection with sidewalk occupancy activities.
- ☒ No person shall drive a motorized vehicle upon or within any sidewalk area for any purpose including, but not limited to, placing the cart or any other apparatus used in connection with the sidewalk occupancy or to remove the cart.
- ☒ I have read and understand the provisions of Chapter 47.

**PLEASE NOTE:** Failure to submit all required items may result in delays in processing your application.

#### PERMITS WITHIN THE BOUNDARIES LISTED BELOW WILL BE CONSIDERED INVALID DURING THE TIMES OF SAID EVENTS:

1. Ann Arbor Art Fair
2. Ann Arbor Summer Festival;
3. Any Main Street Area Association sponsored event

#### SIGNATURES FOR ACKNOWLEDGEMENT OF COMPLETENESS:

		
Signature of Applicant	Print Name	Date