

Village of Lansing

Office: 2405 N. Triphammer Rd.

Hours: 9:00-1:00

Telephone: 257-0424 Ext. # 3

Email: codeofficer2@vlansing.org

Instructions for a Temporary Commercial Activity

1. Special Permit is required for a seasonal use and temporary outdoor sale categories. If a special permit is not required, follow steps 2 and 4.
2. If the applicant is not the land owner, they will either need to obtain a signature on forms by the land owner or provide a letter from the land owner designating them the agent. This letter will need to be provided to the Village of Lansing Code Enforcement and Zoning Officer with the application materials.
3. The applicant will need to be present at the meeting to answer any questions and provide a presentation to the Planning Board.
4. 10 copies of the packet of information needs to be supplied 12 days in advance of the public hearing to the Village of Lansing Code Enforcement and Zoning Officer(the materials may be required 35 days in advance of the public hearing depending on if there is a required County review). The materials should include:
 - a. A filled out Special Permit and Building Permit application with fees paid
 - b. A Environment form filled out by the applicant (typically a Short form Environmental Assessment Form)[only for special permit approval]
 - c. A detailed description of the event which should include, but not limited to:
 - i. Hours of operation.
 - ii. If additional exterior lighting will be used
 - iii. If there will be any water runoff due to the event and if so how will it be contained.
 - d. A map showing the location of the event
 - e. Designated parking areas and amount of parking displaced due to the event.
 - f. Sign placement and size
 - g. Any additional information that is relevant to the event.
5. All contiguous property owners will need to be notified by mail by the applicant at least 5 days in advance of the public hearing, and proof of mailings will need to be supplied back to the Village of Lansing Code Enforcement and Zoning Officer.