Downtown Development Authority (DDA)
Temporary Gateway Sign Banner Application (Only)

Banner Use Fees (due after DDA approval):

Blue Star Highway & Center Street	$35 per use
Blue Star Highway & Main Street	$25 per use
Both locations used simultaneously	$50 per use
Reoccurring events with more than 5 uses per year	$10 per use

RECEIVED
BY:
OCT 19 2026

The Village of Friendliness - Since 1870

Application Checklist

☐ A Completed and Signed Downtown Development Authority Temporary Gateway Sign Banner Application
Note: Applications may be submitted up to 90 days prior to the requested display date and must be submitted no less than 30 days prior to the requested display date. Applications are reviewed by the DDA Board at its regular monthly meeting on the fourth Wednesday of each month. ***Placement of Temporary Gateway Sign Banner is on a first come, first serve basis and pending DDA approval.***

☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event
- The banner must be securely fastened and meet safety standards
- Banners must be weather-resistant
- Banners must not contain offensive or inappropriate content
- Banners must not be larger than 94" wide x 24" high

Applicant Information:

Name: Susan Poolman Organization SWMI Artisan Markets (Art In the Park)

Phone Number: 269.227.3448 Email Address: SWMIArtisanMarkets@gmail.com

Address / PO Box PO Box 286 City: Glenn State: MI Zip: 49416

Banner Information/Location: ☑ Blue Star Highway & Center Street ☐ Blue Star Highway & Main Street ☐ Both Locations

Event/Promotion Name: Art In the Park Douglas (banner to be provided by the Saugatuck/Douglas CVB)

Requested Display Date(s): August 7 - Augsut 14

Community / Business / Event Promotion:

Describe how this banner promotes a business, community event, or activity that benefits the City of Douglas.

Art In the Park Douglas is in its second year, showcasing talented artists while attracting residents and visitors to explore Douglas's local businesses, parks and cultural attractsions. Our goal is to support the local economy, enhance community vibrancy and celebrate Douglas as a welcoming destination.

Submission of this application does not guarantee approval. All applications are pending approval by the Downtown Development Authority. If approved, the applicant will receive an email confirming the approved location(s), approved display date(s), and fee total payable online at (tinyurl.com/PayItOnline).

Susan L. Poolman — Signature of Applicant

10/16/2026 — Date

CITY INFORMATION - DDA Approval Date:_____ Total Fee:_____ Paid Date:_____