



Downtown Development Authority Temporary Gateway



Banner Application

Application Fee: \$50

Deposit \$50

Payable Online at: douglasmi.gov

The Village of Friendliness – Since 1870

Application Checklist

- A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
- Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (*Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.*)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: Helen Baldwin Organization: Rotary Club of Saugatuck-Douglas
 Phone Number: 248-245-4210 Email Address: hbaldwin0925@gmail.com
 Address/PO Box: P.O. Box 211 City: Douglas State: MI Zip: 49406

Banner Information:

Banner Location: Center Street and BSH Main Street and BSH

Event Name: Douglas Duck Dash Event Dates: Sat. July 25, 2026

Banner Dimensions: 24" x 94" Dates of event banner is promoting: Sat. July 25, 2026

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

Douglas events for Vacation weeked - family fun on Saturday am - Duck Dash, DJ, face painting, etc.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

[Signature]
Signature of Applicant

January 30, 2026
Date



Douglas Duck Dash
July 26 • 1pm • Beery Field

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