



Special Event
SE-2026-021

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	TRF-HII	Oct 12, 2026	Oct 14, 2026	Nov 28, 2026	Nov 29, 2026	--

Applicant Information

APPLICANT
Office DDA

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📍 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Agent

N/A

Internal

Conditions 

No Police Resources:

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

The Fire Department has no issues with this event.

Issued By: 

N/A

Internal Notes - Employee Communication 

N/A

Approved Event: 

N/A

General Information

Event Location

▶ **118 N BROADWAY ST**
LAKE ORION, MI 48362-3102



Event Locations

Businesses along Lapeer, S. Broadway, N. Broadway, E. Flint, S. Anderson, E. Shadbolt & Church Street
Not on M-24.

Zoning District

DC - Downtown Center

Event Name

Shop Small Saturday

Event Details

Shopping at the downtown businesses, check in table in front of Ed's on Broadway, Horse & Wagon rides from 10am-2pm.

Date / Hours of Event

Saturday, November 28, 2026 10am-7pm, Horse & Wagon rides 10am-2pm

Date / Hours of Set-up and Tear Down

No setup or tear down nessecary

Event Map

[Shop Small Saturday 2026 Horse and...](#)

Street Closures and / or Parking Lot closures necessary?

No

If yes, how many days?

N/A

If yes, describe

N/A

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

No

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

N/A

Gazebo Hour

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

DDA

Status

Not-for-Profit

If Non-Profit, provide proof of non-profit status such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

End of November next year.

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

Is this the first time the event is being held in Village of Lake Orion?

No

Describe above selection

Annual event in downtown.

Was this event previously held outside the Village of Lake Orion?

No

Describe above selection

Annual event in downtown.

Event Details (continued)

Total estimated attendance each day

300

What parking arrangements will be necessary to accommodate attendance?

Normal use of parking lots & street parking.

Parking Plan

How will trash be handled?

No additional trash will be generated by this event.

Is amplification of music or speakers planned or anticipated?

If yes, describe

No

N/A

Will tents be used?

If yes, indicate number of tents, use of each, location and size

No

N/A

Portable restrooms

If yes, number of portable restrooms and location

No

N/A

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

If yes, describe

No

N/A

Is liquor license issued by the State of Michigan?

If yes, whose name is the license issued to

N/A

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

Will merchandise be sold?

N/A

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

Use of Equipment End (Day / Time)

N/A

N/A

Barricades/Traffic Cones

If yes, describe

No

N/A

Temporary Closure Signage

Trash Cans

N/A

N/A

Electrical Connections

If yes, describe

No

N/A

Water	If yes, describe
No	N/A
Emergency Fire Equipment, such as ambulance	If yes, describe
No	N/A
Use of Police Services	If yes, describe
No	N/A
Other Village Services	If yes, describe
No	N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

Banners at M-24 in front of Autozone and in front of Lumberyard, Aframe signs in downtown & children's park

Sign Dimensions

Banners: 9'x3', Aframes: 24"x36"

Sign Sketch Plan

[Shop Small Saturday 2026 Signage M...](#)

Location Map

[Shop Small Saturday 2026 Signage M...](#)

Temporary Display Start

Oct 26, 2026

Temporary Display End

Dec 1, 2026

Quantity of Temporary Signs

7

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[Tracy Signature for Event Application...](#)

Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured

[DDA-Village Event Insurance 2026.pdf](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Shop Small Saturday 2026 Hold Har...](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$525.00
Admin Waive Fee	-\$650.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

October 12, 2:20 PM

Your application for a Special Event has been successfully submitted. The reference number for your application is TRF-HII

Please keep a copy of this email as record of your application. Staff may use the reference number when communicating with you.

Thank you,

Village of Lake Orion

October 12, 2:20 PM

Payment Required

There are fees due that require your immediate payment. Please click below to pay online.

Special Event [TRF-HII]

Balance \$125.00

Dda O October 12, 2:22 PM

Here are the banner & A-frame signs.

[Light Up Lake Orion & Shop Small Sat Nov 2026 - Aframe 24 x 36.pdf](#)

Dda O October 12, 2:25 PM

Please note for LOPD - we are open to any route for the Horse & Wagon rides that Chief Amundson deems best.

Lynsey B October 12, 4:21 PM

Hi Tracy, how many temporary signs is the DDA putting up for this event in total?

Dda O October 12, 4:30 PM

2 banners & 5 A-Frames

Mark A October 13, 2:40 PM

No Police Resources

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

Mark A October 13, 2:40 PM

As far as the route, we historically had no preference on it.

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Sam Hicks

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough