



Special Event
SE-2026-020

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
DDA Office	38J-F3M	Sep 4, 2026	--	--	--	--

Applicant Information

APPLICANT DDA Office

✉ office@downtownlakeorion.org
☎ (248) 693-9742
📄 118 N Broadway St, Lake Orion, MI 48362
📍 Same as mailing address

Agent

AGENT Jimmy Johnson

✉ Jimmy@GraphicTakeover.com
☎ (248) 894-4464
📄
948 S Baldwin Rd, Village of Clarkston, MI 48348
📍 Same as mailing address

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



425 N PARK BLVD
LAKE ORION, MI 48362-3189



Event Locations

Evergreen Cemetery

Zoning District

N/A

Event Name

Here Lies Lake Orion Cemetery Tour

Event Details

Evergreen Cemetery historical tour with a volunteer guide. The guide will walk attendees along the pathways to visit the graves of some prominent deceased Lake Orion residents and tell their stories. there will be displays at each grave site with photos and stories. This is NOT a haunted attraction.

Date / Hours of Event

Saturday, October 3, 2026, 12-6pm

Date / Hours of Set-up and Tear Down

Setup: Oct 3rd at 11:00am Tear, down: Oct 3rd at 6pm

Event Map

[Map of Evergreen Cemetery 2026.png](#)

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

Co-Sponsored

Status

Non-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

N/A

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

Fundraiser for Lake Orion Historical Society

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

No

Describe above selection

Event is held annually

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

No

Describe above selection

Event is held annually

Event Details (continued)

Total estimated attendance each day

80

What parking arrangements will be necessary to accommodate attendance?

Attendance is under 100.

Parking Plan

How will trash be handled?

No trash will be generated by this event.

Is amplification of music or speakers planned or anticipated?

No

If yes, describe

N/A

Will tents be used?

Yes

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

1 - 10x10 tent for check-in, on the grass next to the driveway inside the cemetery

Portable restrooms

No

If yes, number of portable restrooms and location

N/A

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

N/A

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

N/A

Will merchandise be sold?

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

N/A

Use of Equipment End (Day / Time)

N/A

Barricades/Traffic Cones

No

If yes, describe

N/A

Temporary Closure Signage

N/A

Trash Cans

N/A

Electrical Connections

No

If yes, describe

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?	Location(s) of Sign
Yes	by Autozone and Lumberyard

Sign Dimensions	Sign Sketch Plan
9x3	

Location Map	Temporary Display Start
	Sep 18, 2026

Temporary Display End	Quantity of Temporary Signs
Nov 2, 2026	N/A

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

[Historical Society - Evidence of Liabili...](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Here Lies Hold Harmless 2026.pdf](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$75.00
Admin Waive Fee	-\$200.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

September 4, 10:09 AM EDT
Payment Required

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

Special Event [38J-F3M]

Balance \$125.00

September 4, 10:09 AM EDT
Your application for a Special Event has been successfully submitted. The reference number for your application is 38J-F3M

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

Lynsey B September 4, 11:09 AM EDT

Hi Tracy,

Since this is a ticketed event and fund raiser, fees needed to be paid by the Historical Society. As stated in Village Council Resolution No. 2025-006 Section 2C. Please see attached for reference. Thanks!

[2025-006 Updated Waiving of Village Fees.pdf](#)

Lynsey B September 9, 5:18 PM EDT

Hi Tracy,

Just to reiterate the good news.

I clarified the rules with Mr. McClary, and he confirmed that since we don't have a fee for facility use (such as the cemetery), we won't charge any fees for that portion of the event. He also noted that a right-of-way permit does not apply to cemetery properties.

As for the sign banner, since it combines the "Here Lies Lake Orion" information with two other DDA events that are free to the public, we can waive the sign permit fee.

Hope that helps!

Thanks,

Lynsey

Dda O September 9, 5:23 PM EDT

Wonderful news! Thanks so much Lynsey!

Lynsey B September 9, 5:25 PM EDT

Hi Tracy,

A few more things:

1. Once you have the sign details, please send it over.
2. We also need a copy of the updated insurance from the Historical Society. The one submitted with the application expires on October 2, 2026. Since the event is October 3, we need an updated one. Please add the location of Evergreen Cemetery as one of the premises on the certificate and naming the Village of Lake Orion as the Certificate Holder and Additional Insured.

Thank you,

Lynsey

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