



Special Event
SE-2025-009

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	M65-0IN	Sep 3, 2025	--	Nov 29, 2025	--	--

Applicant Information

APPLICANT
Office DDA

✉ office@downtownlakeorion.org

☎ (248) 693-9742

📄 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Agent

AGENT
Janet Bloom

✉ bloom@downtownlakeorion.org

☎ (248) 693-9742

📄 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Internal

Conditions

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 objections to this event. No parking in the Fire Station lot. -John Pender, Assistant Fire Chief

Issued By:

N/A

Internal Notes - Employee Communication

N/A

General Information

Event Location

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

Event Locations

Shop Small Saturday Event will be held in Downtown Lake Orion from 10am-2pm. Horse and Carriage rides will be offered. Lapeer, S. Broadway, N. Broadway, E. Flint, S. Anderson, E. Shadbolt & Church Street
No M-24

Zoning District

DC - Downtown Center

Event Name

Shop Small Saturday

Event Details

Shop Small Saturday Event will be held from 10am-2pm. Horse and Carriage rides will be offered.

Date / Hours of Event

November 29, 2025 from 10am-2pm

Date / Hours of Set-up and Tear Down

No setup or tear down nessecary

Event Map**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

Gazebo Rental?

No

Gazebo Rental Date/Hours

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

Non-Profit

If Non-Profit, provide proof of non-profit status**Is this event expected to occur next year?**

Yes

If Yes, provide next year's specific dates**If this event a Fund raiser?**

End of November next year.

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

Event is held annually in Lake Orion.

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

No

Describe above selection

Event is held annually in Lake Orion

Event Details (continued)

Total estimated attendance each day

200

What parking arrangements will be necessary to accommodate attendance?

Use of lots: P7, P6, P5, P9, P8, P3, P2, P1, S1, S2, S3, S5, and Street parking

Parking Plan

How will trash be handled?

Regular use of bins

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?

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

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Other Village Services

Yes

If yes, describe

Horse & Carriage rides to utilize streets (no Closures). Temporary Use of Right of Way N & S Lapeer St., N & S Broadway St., E Flint, S. Anderson, E & W Shadbolt St.

Municipal Equipment

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

By Autozone and Lumberyard (same banner for 3 events, Sing & Stroll, Shop Small Saturday & Polar Express Trolley)

Sign Dimensions

9 x 3

Sign Sketch Plan

Location Map

Temporary Display Start

Nov 1, 2025

Temporary Display End

Dec 15, 2025

Quantity of Temporary Signs

2

Certifications and Signatures

Signature of Sponsoring Organization's Agent

Hold Harmless Agreement

Hold Harmless Agreement

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00

Admin Waive Fee	-\$100.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

Office D September 3, 9:59 AM

Hello! I attached the wrong file for the hold harmless. here is the correc signed hold harmless agreement.

[shop small hold harmless.pdf](#)

Lynsey B September 4, 9:43 AM

Hi Emily,

Per our phone conversation, could you please update the file you uploaded for the horse carriage routes to also include the banner sign locations? The current file isn't consistent with what's listed on the application, which shows locations by AutoZone and the Lumber Yard.

Thanks!

Office D September 4, 10:11 AM

updated horse and carriage route

[horse and carriage route.pdf](#)

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Wes Sanchez

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Planning & Zoning Review - ACTIVE

Assignee: Mario Ortega

7. Village Manager / Council Review - INACTIVE

Assignee: Darwin McClary

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough