



Special Event
SE-2026-008

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Jeremy Lemon	2NJ-O4J	Feb 9, 2026	--	May 25, 2026	--	--

Applicant Information

APPLICANT
Jeremy Lemon

✉ jeremy.lemon28@gmail.com

☎ (248) 495-0041

📍 164 S Broadway St, Lake Orion, MI 48362

📍 *Same as mailing address*

Agent
N/A

Internal

Conditions

Police Reimbursement:

The applicant shall be responsible for reimbursing the Village for all police resources and related ancillary costs dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be billed for the actual costs incurred. This includes, but is not limited to, staffing of the event, time spent on event planning, coordination meetings, site inspections, and setup.

At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee.

Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided.

Pre-Planning Meeting with Chief of Police


A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources.

To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.

The Fire Department has no issues with this event. There shall be no parking in the fire station lot or along Anderson Street.

Issued By: 

N/A

Internal Notes - Employee Communication 


N/A

Approved Event: 

N/A

General Information

Event Location

Florence St, Flint St, Broadway St, Elizabeth St, Ehman Center, Eastlawn Cemetery and Children's Park 

Lake Orion, MI 48362

Event Locations

Ceremony East Lawn Cemetery	9:00 AM
Ceremony Children's Park	10:00 AM
Memorial Day Parade Blanch Simms to Emman Center (Map Attached)	11:00 AM

Zoning District

DC - Downtown Center

Event Name

Memorial Day Ceremonies and Parade

Event Details

Ceremony East Lawn Cemetery	9:00 AM (Rifle Salute)
Ceremony Children's Park	10:00 AM (Rifle Salute)
Memorial Day Parade Blanch Simms to Emman Center (Map Attached)	11:00 AM

Date / Hours of Event

May 25, 2026 9:00 AM Cemetery, 10:00 AM Children's Park, 11:00 AM Downtown Lake Orion

Date / Hours of Set-up and Tear Down

No set up needed for either ceremony, Line up for parade is 10:15-11:00 AM at Blanch Simms, No tear down or clean up needed

Event Map

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

1

If yes, describe

25 May 2026, Blanch Simms Parking Lot, Florance Street, Flint Street, Broadway Street, Elizibeth Street, approx 10:00 AM- 12:00 PM

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

Group

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

31 May 2027

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 Memorial Day ceremonies and parade

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

No

Describe above selection

N/A

Event Details (continued)

Total estimated attendance each day

1500-2000 People

What parking arrangements will be necessary to accommodate attendance?

N/A

Parking Plan

How will trash be handled?

There will be no trash clean up by the American Legion. The event is not long enough to accumulate significant trash

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

P.A. system will be used just prior to the start of the parade and will be shut down approximately 15 minutes after the final parade unit passes Flint & Broadway streets

Will tents be used?

No

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

N/A

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

Will merchandise be sold?

N/A

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

25 May 2026 10:45 AM

Use of Equipment End (Day / Time)

25 May 2026 12:30 PM

Barricades/Traffic Cones

Yes

If yes, describe

Barricades/Traffic Cones used to block parade route from Blanch Simms using Florance St, Flint St, Broadway St, Anderson St, Front St, and Broadway St

Temporary Closure Signage

No

Trash Cans

No

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

Use of Police Services

Yes

If yes, describe

In charge of properly closing street and parking lots day of event

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

No

Location(s) of Sign

N/A

Sign Dimensions

N/A

Sign Sketch Plan

Location Map

Temporary Display Start

Temporary Display End

Quantity of Temporary Signs

N/A

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

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

Hold Harmless Agreement

Hold Harmless Agreement

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$0.00
TOTAL	\$100.00
PAID	\$100.00
BALANCE DUE	\$0.00

Transaction Log

02/09/2026	Payment	Check	\$100.00
Receipt #54379			

Communication

Lynsey B February 19, 12:17 PM

Hi Mr. Lemon,

Please find the attached license agreement for your review. Kindly sign and return it to us so that we can have Village Council President Rutt sign off on it after the Village Council approves it next Monday, February 23, 2026.

If possible, we'd appreciate it if you could attend the meeting, just in case the Village Council has any additional questions.

Thank you so much!

[American Legion Memorial Day Ceremonies & Parade 2026 License Agreement.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. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough