



Special Event
SE-2025-012

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	85E-VOU	Oct 20, 2025	--	Dec 13, 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) 593-9742

📍 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.

No street closures.

The Fire Department has no issues with this event. There shall be no parking in Fire Station lot or Anderson Road.

Issued By:

Village Council Resolution No. 2025-041; Fire Department approved - 10/23/2025

Internal Notes - Employee Communication

FYI. Got a call from the DDA on 11/5/2025 updating the event time to 11:00AM to 3:00PM, setup and tear down from 9:00am to 4:00pm. Originally was 1:00pm to 5:00pm and setup and tear down was 12:00pm to 6:00pm. - LBlough

Approved Event: 

Polar express themed trolley rides between downtown Lake Orion with stops for holiday shopping passport locations.


December 13, 2025 from 9:00am to 5:00pm.

No food or alcohol to be served. No sales.

Two temporary signs from 11/08/2025 to 12/15/2025.

General Information

Event Location

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

Event Locations

Polar express themed trolley rides between downtown LO and Oxford, with stops for holiday shopping passport locations.

Zoning District

DC - Downtown Center

Event Name

Polar Express Trolley

Event Details

Polar express themed trolley rides between downtown LO and Oxford, with stops for holiday shopping passport locations.

Date / Hours of Event

December 13, 11:00am-3:00pm

Date / Hours of Set-up and Tear Down

December 13, 9:00am-4:00pm

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

Coordinating with Another Event?

N/A

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

December 12

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

The event is held annually at the Lake Orion DDA

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

No

Describe above selection

The event is held annually at the Lake Orion DDA

Event Details (continued)

Total estimated attendance each day

200

What parking arrangements will be necessary to accommodate attendance?

Parking will be handled off-site at Lake Orion Community Schools.

Parking Plan

How will trash be handled?

regular use of trash 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? **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

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

Banner Locations near M24/AutoZone (on map) and at the Lumberyard.

Sign Dimensions

9x3 Banner

Sign Sketch Plan

Location Map

Temporary Display Start

Nov 8, 2025

Temporary Display End

Dec 15, 2025

Quantity of Temporary Signs

2

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

Communication

Office D November 5, 9:46 AM

Hello! per our discussion the official event time has changed to (11am-3pm).

Lynsey B November 5, 9:47 AM

Got it! I will make the updates!

Office D November 5, 9:49 AM

the adjusted set-up time will be 9am-4pm

Lynsey B November 5, 9:52 AM

Received! Thanks!

Office D November 5, 10:06 AM

updated hh

[hh polar express update.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 - COMPLETED

Assignee: Mario Ortega

7. Council Review - ACTIVE

Assignee: Lynsey Blough

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough