



## Village of Lake Orion

21 E. Church Street Lake  
Orion, Michigan 48362 Tel  
248.693.8391 Fax  
248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

### **REQUIRED DOCUMENTS FOR A SPECIAL EVENT PERMIT AND EVENT APPROVAL PROCEDURE**

The following lists all documents required for a complete submittal of a Special Event Permit application.

#### **Special Events Permit**

To initiate the special event application process, event organizers must complete and sign a Special Events Permit Form. The application must include a brief description and purpose of the event, the dates and times of the event, including setup and clean-up dates, and a complete listing of contact information for the event organizer. The contact person listed will serve as the emergency contact for the event. The contact person listed must be present at the event. If not, another emergency contact person must be named.

#### **Event Map**

The application form must be accompanied by an event map. The map must clearly show the location(s) for each activity during the event.

#### **Hold Harmless Agreement**

A Hold Harmless Agreement is included with the application form and must be completed, signed, and returned as part of the application package. The Hold Harmless Agreement form must include TWO witness names and signatures in addition to the applicant's name and signature.

#### **Insurance Certificate**

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. In addition, an event sponsor shall be required to provide a valid certificate of insurance naming the Village of Lake Orion as an additionally insured must be included in the application package. The insurance certificate policy must include the date(s) of the specified event, including set up and tear down, and the Village's address, listed as:

**Village of Lake Orion  
21 E. Church St.  
Lake Orion MI 48362**

**Based on the nature of the event the applicant may be required to provide additional insurance.**

#### **License Agreement (if applicable)**

A License Agreement approved by Village Council is required for all events.

### **Temporary Sign Application (If applicable)**

Special events that will be erecting temporary signage before or during the event must complete a Sign Permit Application. Sign regulations including exempt signage as well as temporary sign regulations are listed in Chapter 155 of the Village of Lake Orion Code of Ordinances found on the Village of Lake Orion Website at [www.lakeorion.org](http://www.lakeorion.org). The permit application can be found here on the Village's website. Signage may have separate fees associated with it.

### **Request to Use Village Equipment (If applicable)**

Special events that will require street closures or the use of other Village equipment must complete a Request to Use Village Equipment Form.

### **Pre-Application Meeting**

Prior to submitting your Event Application Form, you will be required to set up a meeting with the Village Administration including representatives from the DPW, Fire Department, and Police Department to review your event. Please contact the Village Offices at (248) 693-8391 extension 105 or at [events@lakeorion.org](mailto:events@lakeorion.org) to set up an appointment.

## **EVENT APPROVAL PROCESS**

### **Village Administration Internal Review**

Complete Application package should be submitted in person or mailed to Village Hall located at 21 E. Church St. or via electronic mail to the Village Office at [events@lakeorion.org](mailto:events@lakeorion.org). Event applications shall be submitted 120 days in advance of your event date. Event review will not move forward until such time as all required documents for the event have been submitted.

Upon receiving complete application packages, the Village administration will begin their review. The Police Chief, Director of DPW, Orion Township Fire Marshall, and Orion Township Building Official (as needed), DDA Executive Director and Events Committee Members will be notified of the event and asked to review the application package. The applicant will be notified of any additional items required for approval.

### **Village Council Approval**

All events as require Village Council approval prior to the start of the event. The Village Council meets twice a month, typically on the second and fourth Mondays of each month. The applicant will be notified when their application will be placed on the Village Council agenda. The Village Council may approve, approve with conditions, deny, or table the special event request.

### **Preparation for Event**

Upon approval, the applicant will be required to work with applicable Village departments to ensure the success of their event. For example, this may require working with the Police Department for requested road closures and public safety measures.



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**EVENT PERMIT APPLICATION**

Date of Application: 9/18/2024	Date Application Fee Paid:
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<b>Sponsoring Organization's Legal Name:</b> Lake Orion DDA	
Phone 248-693-9742	Fax
Email bloom@downtownlakeorion.org	Website

<b>Sponsoring Organization's Agent Name:</b> Mackenzie Harwood	
Phone 248-693-9742	Fax
Email Harwood@downtownlakeorion.org	Website downtownlakeorion.org

<b>Event Name:</b> Here Lies Lake Orion Cemetery Tour
--

<b>Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary)</b> Paid ticket holders (max 30 per tour, tour every hour) will meet inside Evergreen Cemetery for a historical tour with a volunteer guide. The guide will walk them along the pathways (lighting provided) 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.
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<b>Date/Hours of Event:</b> October 5-6 4-8pm
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<b>Date/Hours of Set-up and Tear Down:</b> Set up: Oct. 5 12 pm Tear down: Oct. 6 9pm
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<p><b>Event Location and Boundaries</b></p> <p>Evergreen Cemetery</p> <p><i>Include an Event Map which clearly shows the locations for each activity during the event, including but not limited to the following:</i></p> <ul style="list-style-type: none"> <li>• Tent locations</li> <li>• Parking / loading areas</li> <li>• Food / drink stations</li> <li>• Streets and parking lots to be closed</li> <li>• Walk / run routes</li> <li>• Anticipated staffing</li> <li>• Loading locations</li> <li>• Porta john locations and number</li> <li>• Trash/dumpster</li> <li>• Event staff parking</li> </ul>
<p>Will street closures and/or Parking Lot closures be necessary:    ( ) Yes    ( X ) No</p> <p>If yes, describe, including: date and time of closures, setup schedule and take down schedule, and time you will need the parking lot for deliveries.</p>

Coordinating with Another Event: YES <b>NO</b>	If Yes, Event Name
Event Name/Details:	

Event Information
<p>Type of Event <i>(See definitions attached to information page)</i></p> <p>( ) Village Operated    ( X ) DDA    ( ) Individual    ( ) Co-Sponsored    ( ) Group</p>
<p><b>Indicate Status</b></p> <p>( ) Non-Profit*    ( X ) Not-for-Profit    ( ) For-Profit</p>
<p><b>*If the event is sponsored by a Non-Profit please provide proof of non-profit status.</b></p>



<p>Annual Event: Is this event expected to occur next year? <input checked="" type="checkbox"/> Yes      ( ) No If Yes, you can reserve a date for next year with this application. To reserve dates for consideration for next year please provide the next year's specific dates. Event Application Form will need to be filled out for each year's event.</p> <p>October 4-5 2025</p>
<p>Is this event a Fund raiser? <input checked="" type="checkbox"/> Yes      ( ) No If YES, indicate beneficiary information: Raise money for Trolley Expenses</p>
<p>Is this the first time the event is being held in the Village of Lake Orion? ( ) Yes      ( x ) No Describe:</p>
<p>Was this event previously held outside the Village of Lake Orion? ( ) Yes      ( x ) No Describe:</p>
<p>Total estimated attendance each day 30 participants for 8 different tours, total of 240 max participants</p>
<p>What parking arrangements will be necessary to accommodate attendance? Describe: Will be using 425 Indianwood parking lot, as all businesses are closed Saturday</p> <p><b>NOTE: For events over 100 people, you must submit a parking plan.</b></p>
<p>How will trash be handled? Describe: Use of regular bins</p>



<p>Is amplification of music or speakers planned or anticipated? <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No If yes, describe, including the dates and times and the maximum limit and amplification: Guide will have a personal microphone on their person. Should not be very loud, only tour group should be able to hear it.</p>
<p>Will tents be used:        <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If yes, indicate number of tents, use of each, location and size:</p>
<p>Portable restrooms:    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If yes, number of portable restrooms and location:</p>
<p>Will alcoholic beverages be served: <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If yes, describe:  Is liquor license issued by the State of Michigan? <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No? If yes, whose name is the license issued to:  <b><i>Copy of License must be submitted to the Village within 15 days of the Event.</i></b></p>
<p>Will food and beverages be sold: <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If yes, describe:  <b><i>All food vendors must be approved by the Oakland County Health Departments. No permit is necessary where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.</i></b></p>
<p>Will merchandise be sold: <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If yes, describe:</p>



**WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOLLOWING MUNICIPAL EQUIPMENT?**

Electrical Connections: ( ) Yes (x) No  
If yes, describe:

Water: ( ) Yes (x) No  
If yes, describe:

Barricades and/or Traffic cones: ( ) Yes (x) No  
If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

Do you have need of emergency fire equipment, such as ambulance? ( ) Yes (x) No  
If yes, describe:

Other Village services: ( ) Yes (x) No  
If yes, describe:

**EVENT SIGNS**

Will this event include the use of signs? (x) Yes ( ) No  
If yes, complete the "TEMPORARY SIGN PERMIT APPLICATION".



### **CERTIFICATIONS AND SIGNATURES**

I understand and agree on behalf of the sponsoring event the following must be provided 30 days prior to the event:

- A. A Certificate of Insurance in the amount of \$1,000,000 liability insurance and \$1,000,000 aggregate insurance must be provided which names the Village of Lake Orion as an additionally insured party on the policy. (See Insurance Certificate on "Required Documents for a Special Permit Sheet".)
- B. Event sponsors are required to sign a Hold Harmless Agreement form.
- C. Event sponsor is required to contact the Orion Township Fire Department at least one week prior to the event to set up a time for inspections prior to the event.
- D. All food vendors must be approved by the Oakland County Health Department.
- E. The approval of this Special Event may include additional requirements/and or limitations, based on the Village's review of this application.
- F. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the Village and will promptly pay any billing for Village services which may be rendered.
- G. If the event is serving alcohol, a copy of the Liquor License issued by the State of Michigan shall be provided to the Village prior to the event.
- H. The Event contact persons list complete with cell phone numbers and email addresses shall be provided to the Village at least one week prior to the event.
- I. Advertising of the event is not recommended prior to approval of the Event Permit. Advertising of the event prior to the approval of the permit does not guarantee the event will be approved as advertised. Advertisement must include note that the advertisement is pending Village Approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this special Event Permit, affirm the above understandings and agree that my sponsoring organization will comply with the Village Special Event Policy, the terms of the Written Confirmation of approval and all other Village requirements, ordinance and other laws which apply to this Special Event.

9/18/2024

Date



Signature of Sponsoring Organization's Agent

Mackenzie Harwood

Print Name





 -tour route  
 -parking



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**HOLD HARMLESS AGREEMENT**

FOR AND IN CONSIDERATION of the granting by the Village of Lake Orion to permit/allow \*

Here Lies Lake Orion Cemetery Tour	October 5 & 6 4-8 PM
Activity/Event	Dates and Time
Evergreen Cemetery	
General Description of Location	

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the Village of Lake Orion, and all of its officers, officials, agents and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the Village of Lake Orion and/or its officers, officials, agents and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the Village of Lake Orion to the undersigned.

[Signature]  
 Applicant/Property Owner/Contractor Signature\*\*

Mackenzie Harwood  
 Applicant/Property Owner/Contractor Printed Name

9/18/2024  
 Date

[Signature]  
 Witness One Signature \*\*\*

Janet L. Bloom  
 Witness One Printed Name

[Signature]  
 Witness Two Signature \*\*\*

Matthew Shev  
 Witness Two Printed Name

\* Applicant MUST provide information regarding what the activity is, date(s), times activity will be held and the areas (public sidewalks, streets, parking spaces, etc.) that are affected.

\*\* If the activity is obstructing public right-of-way for work on private property, the property owner or contractor MUST provide their signature.

\*\*\* The signatures from two (2) witnesses are required.

# CERTIFICATE OF INSURANCE FOR PERMITTED ACTIVITIES

## IN MICHIGAN DEPARTMENT OF TRANSPORTATION RIGHT OF WAY

**ALL INSURANCE INFORMATION MUST BE SUBMITTED ON FORM 2021. ANY OTHER FORM IS INVALID.**

The subscribing insurance company certifies that insurance of the types and limits of liability listed below have been issued to the insured named below for the policy period indicated.

Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals of rules and rate, except that the insurance shall include, but not be limited to, coverage for: (a) underground damage to facilities due to drilling and excavating with mechanical equipment; and (b) collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition.

- (1) The subscribing company agrees to give 30 days prior written notice to the Michigan Department of Transportation in the event of cancellation or reduction in coverage by the Insurance Company for reasons other than nonpayment of premium.
- (2) The subscribing company agrees to give 10 days prior written notice to the Michigan Department of Transportation in the event of cancellation by the Insurance Company for nonpayment of premium.
- (3) The subscribing company agrees to give immediate written notice to the Michigan Department of Transportation in the event the contractor cancels or reduces the coverage of any insurance certified below.

NAME OF INSURED Village of Lake Orion	TELEPHONE NUMBER 248-693-8391
--	----------------------------------

ADDRESS	Street	City	State	Zip Code
21 E. Church St.		Lake Orion	MI	48362

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY DATES (MM/DD/YY)		CATEGORY	MIN. LIMITS	POLICY AMOUNTS	
			EFFECTIVE	EXPIRATION				
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input checked="" type="checkbox"/> OCCURRENCE	MML001238339	7/1/2024	7/1/2025	GENERAL AGGREGATE	\$ 2,000,000		<b>A</b>
					PRODUCTS - COMP/OP AGG.			
					PERSONAL AND ADV. INJURY		\$5,000,000	
					EACH OCCURRENCE	\$ 1,000,000	\$5,000,000	
					FIRE DAMAGE (Any one fire)		\$100,000	
					MEDICAL EXP(Any one person)		\$10,000	
<b>AND</b>								
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>	MML001238339	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT	\$ 1,000,000	\$5,000,000	<b>B</b>
					<b>OR</b>			
					BODILY INJURY (Per person)	\$ 500,000		<b>C</b>
					BODILY INJURY (Per accident)	\$ 1,000,000		
					PROPERTY DAMAGE	\$ 1,000,000		
<b>OR</b>								
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> <input type="checkbox"/>				EACH OCCURRENCE	\$ 1,000,000		<b>D</b>
				AGGREGATE	\$ 1,000,000			

**ADDITIONAL INSURED:**

Oakland \_\_\_\_\_ (County), the Board of County Road Commissions, County Road Commission, State of Michigan, Michigan Department of Transportation, and governmental bodies performing permit activities under a maintenance contract, and all officers, agents and employees of all the above, for claims arising out of, under, or by reason of operations covered by the permit issued to the permittee.

<b>NAME OF INSURANCE COMPANIES AFFORDING COVERAGE</b> COMPANY Michigan Municipal League Liability and LETTER A Property Pool  COMPANY LETTER  COMPANY LETTER	<b>NAME OF AGENCY</b> Meadowbrook, Inc.  <b>ADDRESS</b> P.O. Box 2054 Southfield, MI 48037-2054
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BY: (Authorized Representative Signature) 	TITLE Account Executive	DATE 6/11/2024	TELEPHONE NUMBER 248-358-1100
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INSURANCE REQUIREMENTS FOR ACTIVITIES PERFORMED  
PURSUANT TO A PERMIT ISSUED BY THE  
MICHIGAN DEPARTMENT OF TRANSPORTATION

The permittee shall have as a minimum an insurance policy as described below, and the insurance company shall be licensed by the State of Michigan.

1. The insurance shall include, but not be limited to, coverage for:

- Underground damage to facilities due to drilling and excavating with mechanical equipment, and
- Collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition, and
- According to the following formula: **A+B or A+C or D**

A. Commercial general liability: The minimum limits shall be \$1,000,000 each occurrence and \$2,000,000 aggregate.

B. Combined single limit for bodily injury and property damage liability: . . . . . \$1,000,000 each occurrence

C. Automobile Liability (Minimum Limits):

Bodily injury: . . . . . \$500,000 per person

. . . . . \$1,000,000 each occurrence

Property damage: . . . . . \$1,000,000 each occurrence

D. The insurance limits, above, may be attained through an umbrella policy.

2. NO WORK IS TO BE PERFORMED WITHOUT THE ABOVE POLICIES BEING CURRENTLY IN EFFECT.

3. Should the policy be canceled or expire, all activities authorized by the permit shall cease and the authority to continue operating within the right of way is deemed of no effect pending reinstatement of such policy in conformity with the above.

4. Proof of insurance shall be the Michigan Department of Transportation (MDOT) Certificate of Insurance for Permitted Activities in MDOT Right of Way form (form #2020 or 2021), or should the department elect, a copy of the policy or both.

5. All certificates of insurance will be received by the permit issuing offices unless otherwise arranged with the Lansing Utilities and Permits Section.

6. When using FORM 2021, the "Additional Insured" field (County) shall indicate the specific County where the work is proposed.



### **LICENSE AGREEMENT**

This License Agreement ("Agreement"), made and entered into on the date it has been fully signed, is between the Village of Lake Orion, a Michigan Municipal Corporation ("Village"), whose address is 21 East Church Street, Lake Orion, Michigan 48362, and Lake Orion Downtown Development Authority ("Licensee"), whose address is 118 N Broadway Street, Lake Orion, MI, 48362, for the use by Licensee of the Village Cemetery, Evergreen identified on the attached Here Lies Lake Orion Cemetery Tour application and collectively referred to as the "Premises".

#### **RECITALS:**

- A. Licensee requested Village Council approval to allow use of the Premises for the event, Here lies Lake Orion Cemetery Tour to be held October 5 & 6, 2024 (the "Event").
- B. On September 23, 2024, the Village Council conditionally approved Licensee's request subject to this License Agreement being signed and complied with.

#### ***NOW, THEREFORE, IT IS AGREED AS FOLLOWS:***

1. **Grant of License.** For and in consideration of the benefits to the Village of the Event the Village hereby grants a revocable license to Licensee to use the Premises for the Event subject to and in accordance with all of the terms and conditions of this Agreement.
2. **Event Locations, Activities and Costs.** The Event shall be limited to the Premises and activities on those Premises as disclosed to the Village Council. Except as otherwise approved by the Village Council, all cost and expenses of the Event on the Premises shall be borne solely by Licensee.
3. **Use of Premises.** Except for restricted areas, all Premises shall be open to the general public. The use rights granted in this Agreement are nonexclusive and may be suspended at any time by the Village for any public purpose or public health, safety and welfare reason, including Public Works, Police and/or Fire Department needs and operations. Licensee assumes all risk of such suspension and hereby waives and releases the Village from any claims for such damage.
4. **Maintenance.** Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Police and Fire Departments and to promptly clean up and restore the Premises to the pre-Event conditions after the Event.
5. **Alcohol Sales.** *Not Applicable for this event.*
6. **Indemnification.** Licensee shall defend, pay on behalf of, indemnify and hold harmless the Village, its elected and appointed officials, employees and volunteers, and other persons working on behalf of the Village, from and against any and all claims, demands, suits, or loss, including all costs and attorney's fees connected therewith, and from any and all damages which may be asserted, claimed, or recovered for personal injury, including bodily injury or death and/or property damage, including loss of use thereof, arising out of or in any way connected or associated with this Agreement and the use of the Premises for the Event. The Village shall provide notice to Licensee within a reasonable time of the receipt of any claim arising under this Agreement or relating to the Improvements.

7. Insurance. Licensee shall secure and maintain liability insurance for all Premises in the minimum amount of \$ 1,000,000.00, and naming the Village and its officials and employees as an additional insured and certificate holder on those policies with proof of such insurance being provided to the Village prior to the event.

VILLAGE OF LAKE ORION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry Narsh, Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sonja Stout, Village Clerk/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Janet Bloom, DDA Assistant Director  
Lake Orion Downtown Development Authority



## Village of Lake Orion

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### SIGN PERMIT APPLICATION

#### PROPERTY INFORMATION

Sign Site Address: M-24 and Flint Street Parcel ID #: \_\_\_\_\_

Name of Business at Sign Location: Autozone Zoning District: \_\_\_\_\_

#### OWNER INFORMATION

Property Owner Name: \_\_\_\_\_ Address: 85 W. Flint St.

Property Owner Phone #: 248-693-3421 E-Mail: \_\_\_\_\_

#### APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: Mackenzie Harwood Address: 118 N Broadway, Lake Orion, MI 48362

Applicant Phone #: 248-693-9742 E-Mail: harwood@downtownlakeorion.org

Applicant is: (i.e. contractor or business owner or architect, etc.) office admin

#### TYPE AND QUANTITY OF SIGN(S)

Please indicate the quantity of each type of sign proposed.

Permanent Sign(s): \_\_\_\_\_ Wall \_\_\_\_\_ Projecting \_\_\_\_\_ Ground Sign \_\_\_\_\_ Awning \_\_\_\_\_ Other

Temporary Sign(s):  Banner \_\_\_\_\_ Community Event \_\_\_\_\_ Class 1 (Adjustable Type) \_\_\_\_\_ Class 2 (A-Frame)

Temporary Display Dates: From 9/24/2024 To 10/7/2024

Name of Event: Here Lies Lake Orion Cemetery Tour Date of Event: 10/5-6/2024

#### ADDITIONAL INFORMATION AND REQUIREMENTS

**1) Location Map:** A map identifying the location of all requested signs on the property or building must be provided or the application WILL NOT be reviewed.

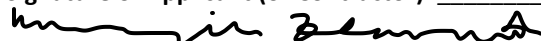
**2) Sign Sketch Plan:** A scaled plan or drawing identifying the size and elements of all requested sign(s) on the property or building must be provided or the application WILL NOT be reviewed.

**3) Orion Township Building Permit:** An Orion Township building permit application must be included in order to erect any permanent signs.

I hereby agree to erect and remove (if applicable) signage exactly as approved on this application:

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (or Contractor): Mackenzie Harwood Date: 9/18/2024



TO BE COMPLETED BY VILLAGE STAFF - Date Received:

Fee:

Receipt #:



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### **LOCATION MAP**

A location map must include the following information:

- All property lines, buildings, fences, parking lots, driveways and adjacent streets.
- The location of all existing signs.
- The location of all proposed signs.

### **SIGN SKETCH PLAN**

A sign sketch plan must include the following information:

- All sign dimensions.
- Wording of the sign.
- Building Signs: Must show length and width of building façade from grade and include roofline.
- Draw length, width, depth, and height of sign on building façade. Include all existing and proposed signage.
- Please note if any existing signage is to be removed.
- Any proposed internal or external lighting.
- Type of material sign is constructed from.

**ALL APPLICATIONS MUST BE IN COMPLIANCE WITH THE STANDARDS OF THE VILLAGE SIGN ORDINANCE, CHAPTER 155,  
AS AMENDED.**





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**TEMPORARY USE OF VILLAGE RIGHT-OF-WAY**  
**(PROPERTY, STREETS AND SIDEWALKS)**

**APPLICANT INFORMATION**

Applicant Name: Mackenzie Harwood Business Name: Lake Orion DDA  
 Applicant Phone #: 248-693-9742 Address: 118 N Broadway St.  
 Applicant E-Mail: harwood@downtownlakeorion.org City, State, Zip: Lake Orion, MI, 48360

**TYPE OF TEMPORARY USE**

Property/Right-of-way will be used for:  Building Maintenance  Business Sale/Event  Utility Installation  
 Briefly Describe Use/Project Activity: Educational/Historical Tour

**RIGHT-OF-WAY (ROW) TO BE USED**

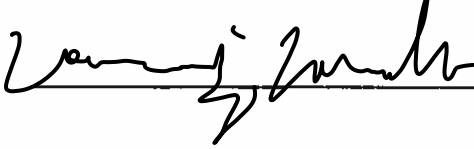
Site Address: (Property adjacent to street/sidewalk/ROW) Evergreen Cemetery  
 Temporary Use of Right-of-Way Begins – Day: Oct. 5 Time: 12 pm  
 Temporary Use of Right-of-Way Ends – Day: Oct. 7 Time: 12 pm

**ADDITIONAL REQUIRED INFORMATION**

Please place your initials next to the items in the applicable column to acknowledge that all items are included with your application.

Required for Special Event Applications	Required for General Obstruction of Public ROW Only
<u>MH</u> Anticipated Attendance	<input type="checkbox"/> Sketch of Project Area
<u>MH</u> Event Map	<input type="checkbox"/> Hold Harmless Agreement
<u>MH</u> Hold Harmless Agreement	<input type="checkbox"/> Barrier Plan/ Safe Route Plan
<input type="checkbox"/> License Agreement (if applicable - to be approved by Village Council)	<b>Additional Items for Excavation / Construction on Public Property</b>
<u>MH</u> Parking Plan	<input type="checkbox"/> Application Fee
<u>MH</u> Sign Application (if applicable)	<input type="checkbox"/> Insurance Certificate
<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/> Copy of License
<input type="checkbox"/> Approvals from all applicable outside agencies	<input type="checkbox"/> \$1,000 Escrow Deposit
	<input type="checkbox"/> Construction Detail
	<input type="checkbox"/> Soil Erosion Sedimentation Control

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I will be liable for damage done to any street or sidewalk and that I must fully cooperate with all Village departments. Failure to cooperate may lead to immediate revocation of this permit by the Village of Lake Orion.

Signature of Applicant:  Date: 9/18/2024

**\*\*\* To Be Completed by Village Administration \*\*\***

**APPROVAL / COMMENTS BY**

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Special Events: Condition of approval is that the applicant must make arrangements for barricades and detour signs at least one week prior to event. When Flint Street is closed, temporary STOP signs must be installed on both eastbound and westbound Shadbolt at Anderson Street and any other locations that the Police Chief deems necessary.

DDA: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

DPW Director: \_\_\_\_\_ Date: \_\_\_\_\_

Village Council: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Village Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_