



## **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:
--------------------------------	----------------------------

Sponsoring Organization's Legal Name: Lake Orion DDA	
Phone 248-693-9742	Fax
Email Bloom@downtownlakeorion.org	Website downtownlakeorion.org
Sponsoring Organization's Agent Name: Mackenzie Harwood	
Phone 248-693-9742	Fax
Email harwood@downtownlakeorion.org	Website
Event Name: Halloween Extravaganza	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary)  Halloween celebration in downtown Lake Orion (Children's Park & Parking Lot) Cider & donuts, decorations, and entertainment. Businesses can set up Trick or Treat tables in their stores/parking lot. As well as costume parade from village hall to children's park.	
Date/Hours of Event: Oct. 16 5-8pm	
Parade Timeline: set up 5 pm, line up 5:30 pm, launch 6 pm	
Date/Hours of Set-up and Tear Down: Set up: Oct. 16 2-5pm Tear down: Oct. 16 8-9pm	

**Event Location and Boundaries**

Children's Park, Parking lot and parade route

**Include an Event Map which clearly shows the locations for each activity during the event, including but not limited to the following:**

- Tent locations
- Parking / loading areas
- Food / drink stations
- Streets and parking lots to be closed
- Walk / run routes
- Anticipated staffing
- Loading locations
- Porta john locations and number
- Trash/dumpster
- Event staff parking

Will street closures and/or Parking Lot closures be necessary:    ☒ Yes       ☐ No

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.

Close Children's Park parking lot the morning of Oct. 16 until after 8 pm  
and parade route closures as indicated

Coordinating with Another Event:

YES      **NO**

If Yes, Event Name

Event Name/Details:

### Event Information

Type of Event (*See definitions attached to information page*)

☐ Village Operated    ☒ DDA       ☐ Individual    ☐ Co-Sponsored    ☐ Group

**Indicate Status**

☐ Non-Profit\*       ☒ Not-for-Profit    ☐ For-Profit

***\*If the event is sponsored by a Non-Profit please provide proof of non-profit status.***

<p>Annual Event: Is this event expected to occur next year? <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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>10/15/2025</p>
<p>Is this event a Fund raiser? <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If YES, indicate beneficiary information:</p>
<p>Is this the first time the event is being held in the Village of Lake Orion? <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Describe:</p>
<p>Was this event previously held outside the Village of Lake Orion? <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Describe:</p>
<p>Total estimated attendance each day</p> <p>300</p>
<p>What parking arrangements will be necessary to accommodate attendance?</p> <p>Describe:</p> <p>Use of Lots P5, P9, P8, P3, P2, P1, S1, S2, S5</p>
<p><b>NOTE: For events over 100 people, you must submit a parking plan.</b></p>
<p>How will trash be handled?</p> <p>Describe:</p> <p>Regular use of Current bins, and additional 4 cardboard bins within the listed bounds</p>

<p>Is amplification of music or speakers planned or anticipated? <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, describe, including the dates and times and the maximum limit and amplification:</p> <p>Halloween themed music in children's park, 5-8 pm on 10/16. Volume in accordance with village ordinance.</p>
<p>Will tents be used: <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, indicate number of tents, use of each, location and size:</p> <p>Only if inclement weather. Responsibility of businesses to use their own 10x10 pop up tents to cover their table</p>
<p>Portable restrooms: <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, number of portable restrooms and location:</p> <p>1 located near Children's park</p>
<p>Will alcoholic beverages be served: <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If yes, describe:</p> <p>Is liquor license issued by the State of Michigan? <input type="checkbox"/> Yes      <input type="checkbox"/> No?</p> <p>If yes, whose name is the license issued to:</p> <p><b>Copy of License must be submitted to the Village within 15 days of the Event.</b></p>
<p>Will food and beverages be sold: <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If yes, describe:</p> <p><b>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.</b></p>
<p>Will merchandise be sold: <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If yes, describe:</p>

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

Electrical Connections: ☒ Yes      ☐ No

If yes, describe:

we will plug into the nearest outlet for music/sound

Water: ☐ Yes      ☒ No

If yes, describe:

Barricades and/or Traffic cones: ☒ Yes      ☐ No

If yes, complete "REQUEST TO USE VILLAGE EQUIPMENT FORM":

1. sign to close parking lot by children's park
2. Parade route closures

Do you have need of emergency fire equipment, such as ambulance? ☐ Yes      ☒ No

If yes, describe:

Other Village services: ☐ Yes      ☒ No

If yes, describe:

DDA owned traffic control bike racks for use during parade

**EVENT SIGNS**

Will this event include the use of signs? ☒ 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.

9/19/2024

Date



Signature of Sponsoring Organization's Agent

Mackenzie Harwood

Print Name



# DOWNTOWN LAKE ORION PARKING



## Parking Lots

- P1 N. Lapeer
- P2 E. Shadbolt
- P3 S. Anderson
- P4 Children's Park
- P5 Art Center
- P6 Village/Police
- P7 Elizabeth Street
- P8 Green's Park
- P9 Slater Street
- P10 Lumberyard



### Shared Lots

- S1 State Farm
- S2 E. Flint (Temporarily closed)
- S3 PNC Bank
- S4 LO Schools Admin Bldg
- S5 115 N Broadway St.
- S6 Caruso Chiropractic
- C Curbside Deliver
- 15 Min 'Quick Trip'

- Shared lots are open to the public after normal business hours.
- 15 Minute and Curbside parking spaces are located in downtown areas.
- Maximum of 23 hour parking in public lots, except for a 6-hour limit in lots P2 and P3.
- On-street downtown parking limited to 2 hours.
- No parking on downtown streets between 3 am – 6 am.



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### HOLD HARMLESS AGREEMENT

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

Halloween Extravaganza	10/16/2024 5-8pm
Activity/Event	Dates and Time
Children's park and Parking lot and parade route	
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 Bloom  
Witness One Printed Name

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

Alaina Campbell  
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

For MDOT Use Only  
Permit Number

## 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
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ADDRESS 21 E. Church St.	Street	City Lake Orion	State MI	Zip Code 48362
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CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY DATES (MM/DD/YY)		CATEGORY	MIN. LIMITS	POLICY AMOUNTS	
			EFFECTIVE	EXPIRATION				
A	GENERAL LIABILITY	MML001238339	7/1/2024	7/1/2025	GENERAL AGGREGATE	\$ 2,000,000		A
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL							
	<input checked="" type="checkbox"/> OCCURRENCE					\$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		
AND								
A	AUTOMOBILE LIABILITY	MML001238339	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT	\$ 1,000,000	\$5,000,000	B
	<input checked="" type="checkbox"/> ANY AUTO							
	<input type="checkbox"/> ALL OWNED AUTOS						C	
	<input type="checkbox"/> SCHEDULED AUTOS							
	<input checked="" type="checkbox"/> HIRED AUTOS							
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							
<input type="checkbox"/>								
<input type="checkbox"/>								
OR								
	EXCESS LIABILITY							D
	<input type="checkbox"/> UMBRELLA FORM							
	<input type="checkbox"/>							
					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 the Lake Orion Downtown Development Authority ("Licensee"), whose address is 118 North Broadway Street, Lake Orion, Michigan 48362, for the use by Licensee of the public Village areas as identified on the attached Halloween Extravaganza event application and collectively referred to as the "Premises".

#### **RECITALS:**

- A. Licensee requested Village Council approval to allow use of the Premises for the Halloween Extravaganza Event to be held on Wednesday, October 16, 2024, between 2:00 PM- 9:00 PM (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. Licensees assume all risk of such suspension and hereby waive and release 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. *N/A to this event.* The sale of alcohol by Licensee at Children's Park Parking Lot, 165 South Broadway, Lake Orion, Michigan, shall be in strict compliance with the required Michigan Liquor Control Commission (MLLC) license Licensee must obtain, with any violation of any condition or requirement of that license being grounds for the immediate revocation of this License for that Premises by the Village Police Chief or Manager. License shall provide copies of all MLLC licenses, bonds and other documents related to such alcohol sales.
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, Lake Orion, Michigan 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



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### SIGN PERMIT APPLICATION

#### PROPERTY INFORMATION

Sign Site Address: M-24 South of Flint St. & Children's Park 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

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 10/1/2024 To 10/17/2024

Name of Event: Halloween Extravaganza Date of Event: 10/16/2024

#### 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 48362

#### **TYPE OF TEMPORARY USE**

Property/Right-of-way will be used for:      Building Maintenance X Business Sale/Event      Utility Installation  
Briefly Describe Use/Project Activity: Families trick or treat, entertainment, and parade

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

Site Address: (Property adjacent to street/sidewalk/ROW) Children's Park and Parking lot and parade route  
Temporary Use of Right-of-Way Begins – Day: 10/16/2024 Time: 3:00 am  
Temporary Use of Right-of-Way Ends – Day: 10/16/2024 Time: 9:00 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	<u>    </u> Sketch of Project Area
<u>MH</u> Event Map	<u>    </u> Hold Harmless Agreement
<u>MH</u> Hold Harmless Agreement	<u>    </u> Barrier Plan/ Safe Route Plan
<u>    </u> 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	<u>    </u> Application Fee
<u>MH</u> Sign Application (if applicable)	<u>    </u> Insurance Certificate
<u>    </u> Insurance Certificate	<u>    </u> Copy of License
<u>    </u> Approvals from all applicable outside agencies	<u>    </u> \$1,000 Escrow Deposit
	<u>    </u> Construction Detail
	<u>    </u> 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: 9/19/2024

\*\*\* 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: \_\_\_\_\_