

**CITY OF WESTERVILLE
APPLICATION FOR PARADE PERMIT
(Instructions on Reverse Side)**

Name of Parade: _____

Approval is requested to conduct a parade upon the streets of Westerville on the _____ day of _____, 20____.

It is anticipated that ____ vehicles, ____ floats, and ____ marching units will be participating.

The parade will form: _____ at _____ o'clock a.m./p.m.

The route of march will be from
(location) _____

to _____ by way of _____

Map of Parade Route Must be Attached

Will parking restrictions be needed? _____ If yes, Where? _____

Will police be needed? (If so, please contact Pharol Kaufman at 901-6482 to arrange special duty): _____

Contact Person: _____ Address: _____

Phone: _____

Application submitted
by(Name/Organization) _____

Address: _____

Phone: _____

Approved by: Chief of Police _____ Date _____

Fire Chief _____ Date _____

Dir of Public Service _____ Date _____

City Manager _____ Date _____

Processed: City Clerk _____ Date _____

SPECIAL INSTRUCTIONS

- (1) This request shall be submitted at least ten (10) days prior to the scheduled date of parade.**
- (2) It should be understood that you or the person listed in charge on the front, will meet at the forming point indicated at least ten (10) minutes prior to the starting time indicated on the front.**
- (3) An approved copy of this request shall be forwarded to you within three (3) days of the request.**
- (4) An approved copy of this request shall serve as a permit as required in Section 311.02 of the Codified Ordinances of the City of Westerville.**

Distribution of approved request:

**Chief of Police
Fire Chief
Street Supervisor
Applicant**