



# City of Canal Winchester

36 South High Street  
Canal Winchester, Ohio 43110

Development Department  
Phone (614) 837-7501 Fax (614) 837-0145

## PARADE OR PUBLIC ASSEMBLY PERMIT APPLICATION

rev. 6/21/2010

### APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### ORGANIZATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Parade \_\_\_\_\_ Hours of Parade \_\_\_\_\_

Location of Parade \_\_\_\_\_

Submit all required materials per the included attachment. Staff may require additional information to determine compliance with the zoning code.

**I certify that the information provided with this application is correct and accurate to the best of my ability.**

\_\_\_\_\_  
**Applicant's or Authorize Agent's Signature**

\_\_\_\_\_  
**Date**

*DO NOT WRITE BELOW THIS LINE*

Date Received: \_\_\_ / \_\_\_ / \_\_\_\_\_

Application \_\_\_ No

Approved: \_\_\_ Yes

Date of Action: \_\_\_ / \_\_\_ / \_\_\_\_\_

\_\_\_ Yes, with conditions

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Mayor

## **Parade or Public Assembly Permit Application Attachment**

Required Materials per Section 311.05(d)

1. The name, address and telephone number of the person seeking to conduct such parade or public assembly.
2. The names, addresses and telephone numbers of the headquarters of the organization for which the parade or public assembly is to be conducted, if any, and the authorized and responsible heads of the organization.
3. The requested date of the parade or public assembly.
4. The route to be traveled, including the starting point and the termination point.
5. The approximate number of persons who, and animals and vehicles which will constitute such parade or public assembly and the type of animals and description of the vehicles.
6. The hours when such parade or public assembly will start and terminate.
7. A statement as to whether the parade or public assembly will occupy all or only a portion of the width of the streets proposed to be traversed.
8. The location by street of any assembly areas for such parade or public assembly.
9. The time at which units of the parade or public assembly will begin to assemble at any such area.
10. The intervals of space to be maintained between units of such parade or public assembly.
11. If the parade or public assembly is designed to be held by, or on behalf of, any person other than the applicant, the applicant for such permit shall file a letter from that person which the Mayor authorizing the applicant to apply for the permit on his behalf.
12. The type of public assembly including a description of activities planned during the event.
13. A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade or public assembly.
14. The approximate number of participants (spectators are by definition not participants).
15. The approximate number of spectators.
16. A designation of any public facilities or equipment to be utilized.
17. Any additional information that the Mayor finds reasonably necessary to a fair determination as to whether a permit should be issued.