



Permits & Inspections
 Division
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PERMITS & INSPECTIONS
 Permits & Inspections is a Division of the Department of Planning & Development Services

STREET USE PERMIT

Organization Name: _____
 Contact Person: _____ Daytime Phone No.: _____
 Address of Organization: _____
 Date: _____ Starting Time: _____ Length of Parade/Event: _____
 Number and type of entries expected to participate: _____
 Parade/Event Route: _____
 _____ (Map of route also required)
 Location for each person/unit to form and disband: _____

 Beginning time for persons/units to form before the parade/event: _____
 Locations for buses to unload and load: _____
 Locations for other participants to enter the staging area (if applicable): _____

 Type of security to be provided for the event: _____

 Number of barricades requested: _____
 Location of barricades (if applicable): _____

 Is the event sponsored or co-sponsored by the City of San Angelo? _____

Regulations

- 1) Only parade units will be allowed in the parade staging area. Vehicles transporting band members, float riders, etc.; will not be allowed in the staging area.
- 2) A parade official will be at each entrance to the staging area to identify parade units and to provide information to participants. Parade officials should be easily recognized (name tags, arm bands, ribbons, etc.)
- 3) The parade can be interrupted for emergency vehicles. Normally, this will not delay the parade.
- 4) During the parade, if a parade unit has mechanical problems, the units immediately in front and/or behind shall assist in moving the disabled vehicle to the side of the road.
- 5) Because of the danger to spectators, no items may be thrown or handed from the parade unit. Items may be handed, not thrown, to spectators by pedestrian parade participants. Violations of this regulation will result in the unit being immediately ejected from the parade.
- 6) Parade units will maintain proper spacing behind the unit ahead (not more than 75 feet) to discourage motorists from breaking through the procession. Suggest the slowest parade unit lead the parade.

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM
 No payments or permit issuance can be made after 4 PM due to accounting constraints.

- 7) At the end of the parade, units will immediately clear the street so as not to impede other traffic and will observe rights of adjacent property owners.
- 8) The parade/event official signing this form will be responsible for informing all participants of the rules and regulations.
- 9) The permit fee is \$35.00. Officer fees are \$40.00 per hour/per officer. All fees must be paid in full before the permit is issued. A minimum of 2 officers for 2 hours will be required.
- 10) All permit fees are non-refundable.
- 11) Unless sponsored or co-sponsored by the City of San Angelo, a \$25.00 fee per barricade location will also be required. Applicants are responsible for contacting the Street and Bridge Department at 657-4430 for delivery and pick-up of barricades.
- 12) Unless sponsored or co-sponsored by the City of San Angelo, a \$100.00 deposit is required for damage/destruction of City barricades. Your deposit may be picked up **ten** working days after the event.
- 13) Permits will not be issued more than 90 day prior to parade.
- 14) Parade/event participants, who are determined by an Officer to be reckless, or acting in any other manner that may be considered a danger to public safety, may be asked to leave the procession.
- 15) Officers will be at the starting location within 1 hour before the parade starts.
- 16) Any denied permit applications may be appealed to the City Council. Written request for appeal must be received by the Chief of Police no later than **ten** days from the denial of application for permit.

I, _____, serving as Parade Marshal/Event coordinator for the _____ organization, have read, understand and agree to the rules and regulations listed above.

Signature

Date

(Below information to be completed by Office Personnel)

Number of officers needed: _____		Hours needed per officer: _____	
Number of barricades needed: _____		Location of barricades: _____	
Officer's Fee: \$40.00 per hour (per officer)	_____		
Permit Fee:	<u>\$35.00</u>		
Barricade Fees: (Exempt if City Sponsored)	_____		
Deposit: (Exempt if City Sponsored)	_____		
Total Fees:	_____		
Approved By: _____	Date: _____		

I, _____, acknowledge that I have received my \$100.00 deposit back.

Signature

Date

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