

Parade and Right-of-Way Closure Permit Application



Date of Application: _____

Payment Due: \$ _____

This application is used to request a right-of-way closure for a parade or other special event. Applications must be submitted at least **90 days** in advance of the event. The applicant is responsible for covering the costs associated with any city personnel required for event safety, as well as barricades, cones, signage, and any other necessary safety equipment. Staffing estimates will be determined based on event size and complexity. The City Manager may modify fees based on the value of fostering community engagement and celebration in each instance. Applicants will be notified of the request's final determination once it has gone through the review process.

Applicant Information

Name of Event: _____

Date of Event: _____ Time of Event: _____

Sponsoring Organization/Entity: _____

Organization/Entity Type: ☐ Nonprofit ☐ Corporation ☐ Government ☐ Other

Contact's Name: _____

Address: _____ City, State, Zip: _____

Mailing Address (if different): _____

Phone: _____ Email: _____

Event Coordination Information

1. Name of Street(s) Requesting to Close: _____

Starting Cross Street: _____ Ending Cross Street: _____

2. What times are requested for the street closure? Beginning Time: _____

Ending Time: _____

3. Type of Event: ☐ Walk-a-Thon ☐ Run/Marathon ☐ Carnival/Festival ☐ Parade ☐ Filming
☐ Bike Ride ☐ Religious Ceremony ☐ Political Event ☐ Performance ☐ Rally/Demonstration

4. Description of Event: _____

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5. If the Event is a parade, where are the starting and ending points? _____

6. Do you require barricades? ☐ Yes ☐ No

If yes, describe where the barricades will be placed: _____

7. Expected Event Attendance: _____

8. Describe the various safety measures you plan to utilize: _____

*Attach the following to the application:

- ✓ Route Map
- ✓ Proof of Liability Insurance (City of Portage, additional insured)

It is hereby acknowledged that any permit issued by the City of Portage is conditional upon the applicant fulfilling certain requirements prior to the event, and should the applicant fail or neglect to fulfill any such condition, then approval for the event, as obtained from the City Manager, shall be automatically rescinded. Furthermore, failure to comply with permit conditions or safety requirements may result in permit revocation or denial of future applications. Any public property or safety equipment damage will be billed to the event organizer.

Signature of Applicant: _____ Date: _____

RETURN THE COMPLETED APPLICATION TO:

Office of the City Clerk
City of Portage
7900 S. Westnedge Avenue
Portage, MI 49002
cityclerk@portagemi.gov
ph: (269) 329-4511
fax: (269) 324-8070

City Department Review

City Clerk

Sent to Directors: ____/____/____ ☐ Required Documents Completed & Submitted?
Sent to City Manager: ____/____/____ ☐ Proof of Liability Insurance - City add'l insured?

Public Safety Director

Recommended: ☐ YES ☐ NO
security, crowd control, and emergency response measures

Comments: _____

Signed: _____ Date: _____

Public Works Director

Recommended: ☐ YES ☐ NO
estimates for barricades, waste receptacles, and other items

Comments: _____

Signed: _____ Date: _____

Transportation & Utilities Director

Recommended: ☐ YES ☐ NO
traffic impact, detour plans, and signage requirements

Comments: _____

Detailed Traffic Management Plan Attached? ☐

Signed: _____ Date: _____

City Manager

Approved: ☐ YES ☐ NO

Final Estimated Cost: \$ _____

Comments: _____

Signed: _____ Date: _____