

## INSTRUCTIONS PARADE PERMITS

CITY OF CLEVELAND DEPARTMENT OF PUBLIC WORKS

Office of Special Events & Marketing 500 Lakeside Avenue Cleveland, Ohio 44114

Phone: 216.664.2484 Hours of Operation: 9:00 am to 5:00 pm Weekdays

### When do you need a Parade Permit

Any person, or entity, planning to hold a parade as defined below in the City of Cleveland is required to obtain a permit by completing the enclosed application and filing it with the Office of Special Events & Marketing.

A "Parade" means any formation, march, procession of any kind, or motorcade consisting of persons, animals, or vehicles or combination thereof traveling in unison for a common purpose upon the streets, excluding sidewalks, within the City with an intent of attracting public attention that interferes with the normal flow or regulation of vehicular or pedestrian traffic upon the streets and sidewalks within the City.

Parades to be held with or in conjunction with a "Special Event" under Cleveland Codified Ordinance §131.07, must go first go through the Special Events Committee process. It requires a separate special event application and permit. Special events would include, but not be limited to, races, walks, marathons, festivals, motorcycle runs, carnivals and council-matic events.

Parade Permits are issued under Cleveland Codified Ordinance § 411.05. Applicants should review this Code Section before applying for a permit.

This is a single event permit, which expires immediately following the permitted end time of the event.

#### **How to File a Parade Permit application**

In Person: Public Auditorium, Office of Special Events & Marketing, 500 Lakeside Avenue, Cleveland, OH

44114. Applications are accepted Monday-Friday, 9:00 am – 5:00 pm

Online: Complete online application by logging onto https://ca.permitcleveland.org.

For a Parade that <u>WILL NOT</u> be held with a Special Event, the permit application must be filed no later than **ten** (10) business days before the proposed event is to commence.

For a Parade that <u>WILL</u> be held with a Special Event, the permit application must be submitted no later than **thirty (30) days before** the proposed special event is to commence. This timeframe does not include the additional reviews and timeline for the Special Events Committee process.

#### What to Bring or Submit to the Office of Special Events & Marketing

- 1) Fully complete and signed application;
- 2) Route Plan and Map (see attached guide).
  - a. One (1) page typed document on  $8\frac{1}{2}$  x 11 sheet that describes the route to be traveled, including the starting point, the identification of and the directions to be followed on all streets, the termination point, and any areas to be used to set up before and disperse after the parade; <u>AND</u>
  - b. An aerial street map on 8½ x 11 sheet that clearly shows the route to be traveled. The map must include a legend, a compass, street names, the staging location, the setup location and requested street closures (if applicable.)

#### Approved Permits are Obtained at the Division of Assessments and Licenses

Once the permit application is approved, the applicant will be notified by email and/or letter. **Upon payment of permit fee of \$25.00**, the applicant can obtain the permit via mail, email or front counter pickup at the Division of Assessments and Licenses, Cleveland City Hall, 601 Lakeside Avenue, Room 122. The fee is payable by cash, check, or credit card. Make all checks payable to the City of Cleveland.

Note: City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

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# APPLICATION PARADE PERMITS

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Phone: 216.664.2484 Hours of Operation: 9:00 am to 5:00 pm Weekdays

DATE	FEE: \$25.00			
SECTION A - APPLICANT INFORMATION				
Event Name				
Applicant Name				
Address				
City		ST	Zip	
Telephone/Mobile Telephone	Email			
SECTION B - ONSITE EVENT CONTACT				
Name				
Address				
City		ST	Zip	
Telephone/Mobile Telephone	Email			
SECTION C - ORGANIZATION INFORMATION (IF	APPLICABLE)			
Organization Name				
Contact Name				
Address				
City		ST	Zip	
Telephone/Mobile Telephone	Email			
SECTION D - PRIVATE SECURITY FIRM (IF APPI	ICABLE)			
Private Security Firm Name				
Contact Name				
Address				
City		ST	Zip	
Telephone/Mobile Telephone	Email			
SECTION E - LOCATION INFORMATION				
Street number and name		Direction		
Secondary road				
City		ST		Zip
Location description				
Route Plan and Map attached	es	No		

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Primary date requested						
	A.1	M.			A.N	
Primary start time	P.J	M. I	Primary end time		P.M	
Alternate date requested						
	A.J	M.			A.N	
Alternate start time	P.3	M.	Alternate end time		P.M	
	A.1	M.			A.N	
Set-Up time	P.J	м. Т	Гeardown time		P.M	
Staging area						
Number of intersection crossings			Number of walking participants			
Number of vehicles	Cars/Trucks		Motorcycles	Horses		
	Bicycles		Floats	Buses		
SECTION G - SOUND AM Please provide a description		`	·	nnection with the pa	rade.	

### SECTION H - ACKNOWLEDGEMENT

By signing, Applicant acknowledges that they have read and understand Codified Ordinance §411.05, Parade Permits. I certify that the above information I provided is true to the best of my knowledge.

APPLICANT SIGNATURE					

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### \*\*\*\*<u>EXAMPLE</u>\*\*\*\*

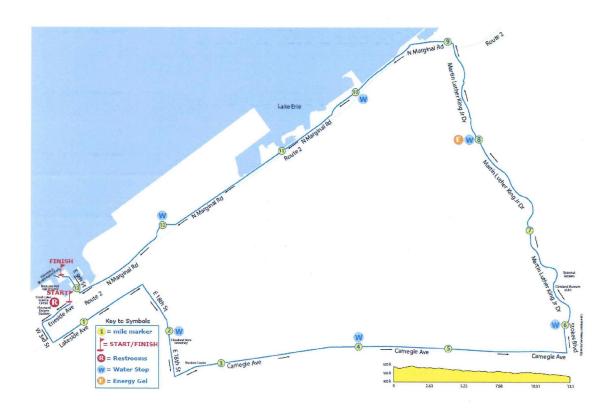
#### ROUTE PLAN AND MAP DOCUMENT SUBMISSION GUIDE

Below is a guide that assists in creating and submitting the required route plan and map. Both are required.

### Start

- Runners start on E 9<sup>th</sup> on the east of the street
- Proceed west on Erieside Ave to W 3rd Street
- Turn left on W 3rd Street heading north to Lakeside Avenue
- Turn left on Lakeside Avenue, heading E to 13th Street
- Turn right on E 13th Street heading south to St. Clair Avenue
- Turn right on W 3rd Street heading north to Erieside Avenue
- Turn right on Erieside Avenue heading east to E 9th Street
- Turn left on E 9th Street heading north to Voinovich Park

#### Finish



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