

Approximate number of persons, animals, and vehicles involved with the parade or special event. Include the type of animals and a description of vehicles.

Location of any assembly areas for the parade or special event and the times of assembly.

Interval of space to be maintained between units of the parade.

Any special circumstances which demonstrate good cause for expedited action by the Town Council, pursuant to §148-9B.

***** If the parade or special event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for the parade or special event permit shall file with the Town Manager a communication in writing from the person proposing to hold the parade or special event, authorizing the applicant to apply for the permit on his or her behalf.

Neighborhood block parties/street fairs/picnics applications must also submit the following along with this application:

- A petition with the names, addresses and signatures of at least 60% of the heads of household or their responsible adult representative abutting the area of right-of-way proposed for closing.
- A sketch showing the location and streets of the proposed activity. The sketch shall show the proposed location of any temporary structures or equipment, the location, addresses and names of abutting residents and the location of fire hydrants in the area to be closed.

FEES:

As per Chapter 148 of the Town of Elsmere Code.

- \$100 Application fee (to be submitted with this application to defray the cost of processing)
- Up to \$1,000 Deposit (Determined on a case by case basis to cover the costs by Public Safety and Public Works. Must be paid no later than 10 days prior to the event.)

Registrant's Signature: X _____ **Date:** _____

~ DEPARTMENTAL USE ONLY ~

Permit Fee: \$ _____ **Deposit Amt:** \$ _____

Date Paid: _____ **Received By:** _____

Method of Payment: **Cash** **Check (# _____)** **Other**

Application Received by _____

Received by Town Manager on _____

Received by Chief of Police on _____

Reviewed by Mayor & Council on _____

Council's Decision: **APPROVED** **NOT APPROVED**

Town Manager: X _____ **Date:** _____

Comments:

Date Permit Issued: _____