



# 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. 09/24/2013

### APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

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

### ORGANIZATION

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Will you be having a sign for this special event? Yes \_\_\_ No \_\_\_ (If Yes, attach a sketch of the sign showing its dimensions and indicate the colors to be used. See attachment for additional requirements.)

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: \_\_\_ / \_\_\_ / \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Application \_\_\_ No

Paid

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.

### **Required Materials per Chapter 1189.08(c)**

Special Event Signs. Special event signs shall be defined as signs which are used to present knowledge regarding some special event of community importance such as a community festival. Such signs shall be considered as temporary signs, must be authorized by the Planning and Zoning Department before erection, and subject to the following requirements:

1. Not more than two (2) such signs regarding the same topic shall be erected at any given time and located no closer than one thousand (1,000) feet from each other.
2. Not more than four (4) special event signs shall be permitted at any given time regardless of topic.
3. No more than three (3) colors shall be included on such sign(s). For the purposes of this section, black and white shall be considered colors.
4. Where such signs are proposed to be located in or above a public right-of-way, no solid portion of the sign shall be located within fifteen (15) feet horizontally of any vehicular pavement not less than eighteen (18) feet above such pavement, or not within ten (10) feet horizontally of any sidewalk nor less than twelve (12) feet above such sidewalk. No fastening or tying device shall be located within ten (10) feet horizontally of any vehicular pavement nor less than fifteen (15) feet above such pavement, or not within five (5) feet horizontally of any sidewalk nor less than ten (10) feet above such sidewalk.
5. Such signs shall not be illuminated.
6. Such signs shall not be displayed for a period more than thirty (30) days before the event and shall be removed within forty-eight (48) hours after the event if located in any public right-of-way or within five (5) days if located elsewhere.
7. Flexible type signs such as banners shall be provided with internal air vents to adequately relieve wind pressure. Each temporary sign permit issued for the erection or maintenance of any sign located over a public street or sidewalk shall contain a condition that the permit holder furnish a bond set by Council to hold the Municipality harmless from liability for injury to third persons.