



**City of Carbondale**  
**Application for Parade/Street Closing**  
**Application Procedures**

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1. Anyone interested in holding a parade or a road race within the City of Carbondale must submit a completed Application for Parade/Street Closing to apply for a permit to the City Manager's Office one month before the proposed date of the event. Applications must include an explanation and diagram of the proposed route for the parade or road race.

If the proposed parade or road race crosses a state highway or if the event is held on a state highway the Department of Transportation requires that liability insurance protecting the State of Illinois be purchased for the event. A copy of the insurance binder must also be submitted with the application.

2. There is not a fee for a permit for a parade or a road race within the City of Carbondale. The completed application should be submitted to the City Manager's Office, 200 South Illinois Avenue, Post Office Box 2047, Carbondale, Illinois 62902.
3. Upon receipt of the completed application, the application is reviewed by the City Manager's Office to assure all information required has been submitted, including the insurance binder if applicable. The application is then forwarded to the Police Department and the Street Department for review and recommendations regarding the proposed event. Upon their review the application is returned to the City Manager for approval/denial.
4. The City Manager reviews the application and the recommendations of the Police Department and Street Department and makes the final determination of approval/denial of the application.

If the proposed event crosses a state highway or if the event is held on a state highway, the Department of Transportation has final authority for approval/ denial of the proposed event. If the event is approved by the City Manager, the application along with the City's recommendations and a copy of the insurance policy purchased by the parade sponsors is submitted to the Department of Transportation for review and approval/denial of use of the state highway. The Department of Transportation will review the application and provide their decision to the City Manager's Office.

The applicant is notified of approval/ denial of the event in writing by the City Manager's office.

**CITY OF CARBONDALE  
APPLICATION FOR PARADE/STREET CLOSING**

Date: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

If Organization, list Chairman/President: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PARADE/STREET CLOSING**

Purpose: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish: \_\_\_\_\_

ROUTE (Check one):     STREET     SIDEWALK

Describe proposed route (Include point of assembly and attach diagram of route and insurance binder if route crosses or utilizes state highway):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Number of People: \_\_\_\_\_ Number of Floats: \_\_\_\_\_

Number of Bands: \_\_\_\_\_ Number of Cars/Trucks: \_\_\_\_\_ Speed: \_\_\_\_\_ MPH

SUBMITTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

Signature (do not print)

ADDRESS: \_\_\_\_\_ TITLE: \_\_\_\_\_

**Note: Applications must be signed by a person responsible for the event. Application must be submitted to the Office of the City Manager, 200 South Illinois Avenue, P.O. Box 2047, Carbondale, Illinois 62902 no later than 30 days prior to the date of the event. Failure to do so can result in denial of the request.**

**THIS SIDE FOR CITY USE ONLY**

**Received By City Manager's Office** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Police Department Recommendation:** \_\_\_\_\_ **Approval** \_\_\_\_\_ **Denial** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Traffic Control Required:** \_\_\_\_\_ **Carbondale Police Department Assistance?** \_\_\_ Yes \_\_\_ No

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Police Chief)

**Street Department Recommendation:** \_\_\_\_\_ **Approval** \_\_\_\_\_ **Denial** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Detour:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signs Required?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Barricades?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Street Maintenance & Environmental Services Manager)

**City Manager** \_\_\_\_\_ **Approval** \_\_\_\_\_ **Denial** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval Required by IDOT?** Yes \_\_\_\_\_ No \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(City Manager)