



CARBONDALE
All Ways Open

City of Carbondale
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 549-5302
Fax (618) 457-3283
Explorecarbondale.com

APPLICATION FOR PARADE/STREET CLOSING

Date		
Responsible Individual		Phone
Address		
If Organization, list Chairman/President		Phone
Address		
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		Title
Phone		Address
<p>Note: A person responsible for the event must sign the application. Submit application to the Office of the City Manager, 200 S. Illinois Avenue, PO 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.</p>		

FOR OFFICE USE ONLY

Received by City Manager's Office		Date			
Police Department Recommendation					
Comments					
Detour					
Signs required?	Yes	No	Barricade?	Yes	No
MES Manager Signature			Date		
City Manager	Approval	Denial			
Comments					
Approval Required by IDOT		Yes	No		
City Manager Signature			Date		

APPLICATION PROCEDURES

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 1 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 on a state highway the Department of Transportation requires the purchase of liability insurance for the event protecting the State of Illinois. Submit a copy of the insurance binder with the application.

2. There is not a fee for a permit for a parade or a road race within the City of Carbondale. Submit the completed application to the City Manager's Office, 200 S. Illinois Avenue, P.O. Box 2047, Carbondale, Illinois 62902.
3. The City Manager's Office reviews the completed application to assure all information required is submitted, including the insurance binder, if applicable. The application is forwarded to the Police Department and 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 City Manager's office notifies the approval/denial of the event in writing.