

# PARADE PERMIT APPLICATION

(Please read and follow the instructions to insure the best service)

Minneapolis Ordinance (CHAPTER 447. Parades/Races) requires a permit for any parade, march, or procession in or on any street or alley in the City (not including sidewalks).

Note: If the event occurs **exclusively** on park property, contact the Minneapolis Park Board, for [Park Permits and Reservations](#). A permit is not required with the City.

In addition to completing a Parade Permit Application, the event must meet these requirements:

- Application must be submitted at least 5 business days prior to event. A legible route map must be included with the application.
- Parade route must be approved by the Transportation Division, (612) 673-2222 or Police Sgt. Patricia Hellen, (612) 673-3942.
- Once parade route has been approved, please **provide detailed traffic control plan** with application showing the location and type of traffic control signs.
- Authorized traffic control agents or police personnel must be provided at all intersections requiring traffic control.
- Barricades, signs and delineation equipment must be installed and removed as directed by either the Public Works or Police Department. The City does not rent equipment. There are a number of local private firms which do rent the equipment.
- Volunteers must be provided to monitor barricades at all intersections not requiring traffic control personnel.
- Residents and property owners abutting the event route must be notified by leaflet at least 48 hours before the event (See Minneapolis Ordinance §447.130).

## Application Fee

A \$25 non-refundable filing fee is required with the application. (Individuals and organizations demonstrating financial hardship may have this fee waived.)

## No Parking Sign Posting Fee

When the posting of temporary "No Parking" signs along a parade route is required, applicants seeking a parade permit for a parade must additionally pay posting fees that shall be set by resolution of the City Council (See Minneapolis Ordinance Chapter 447). Before application is submitted, please contact the Transportation Division at (612) 673-2222 to determine the posting fee. Payment of the posting fee must be submitted with the application. (Individuals, groups or organizations may request a waiver of the "No Parking" sign posting fee requirement in accordance with Minneapolis Ordinance Chapter 447.)

**Please complete the attached form and return it to:**

**Dee McQuerry  
Hawthorne Transportation Center, Room 100  
33 North 9th St.  
Minneapolis, MN 55403**

**Please allow not less than five (5) business days to process application before the event.**

**APPLICATION/PERMIT FOR PARADE  
CITY OF MINNEAPOLIS**

**NOTE: An application for a parade permit shall be filed with the Director of Public Works please allow not less than five (5) business days for application process before the proposed date on which it is to conduct the parade.**

FOR OFFICIAL USE ONLY		
<b>PARADE APPROVED:</b> <b>YES    NO</b>	<b>SIGNATURE OF CHIEF OF POLICE:</b>	<b>DATE SIGNED:</b>
<b>DATE APPROVED</b>	<b>SIGNATURE OF DIRECTOR OF PUBLIC WORKS:</b>	<b>DATE SIGNED:</b>

**NOTICE: This permit is not to be construed as authorizing any parade over such streets and highways as are under the jurisdiction of the Minnesota Commissioner of Highways, and as to those, permission must be obtained from the proper and appropriate agency or office of the State of Minnesota.**

**THE FOLLOWING APPLICATION IS HEREWITH SUBMITTED TO THE DIRECTOR OF PUBLIC WORKS, CITY OF MINNEAPOLIS**

1. Title of event: \_\_\_\_\_
2. Date when event is to be conducted: \_\_\_\_\_
3. Person seeking to conduct parade: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Hours when such event will start and terminate: \_\_\_\_\_
5. If parade is proposed to be conducted for, on behalf of, or by an organization, give name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Person who will be parade chairman and who will be responsible for its conduct: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
7. Route to be traveled, the starting point and the termination point. **(Please enclose a route map):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Approximate number of persons who, and animals and vehicles which will constitute such parade; type of animals and description of vehicles: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Statement whether parade will occupy all or only a portion of the width of the streets proposed to be traversed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Location by streets of any assembly areas for such parade: \_\_\_\_\_  
\_\_\_\_\_
11. Time at which units of the parade will begin to assemble at any such assembly area or areas: \_\_\_\_\_
12. Interval of space to be maintained between units of such parade: \_\_\_\_\_  
\_\_\_\_\_
13. If parade is designated to be held by, or on behalf of any person other than the applicant, the applicant for such permit shall file with the Director of Public Works a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_