



Parade and Street Closure Permit Application

Submit Applications to Downtown Development Authority Office
Street Address: 203 West Main Street, Ionia, MI 48846
Mailing Address: P.O. Box 496, Ionia, MI 48846
Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: _____

Permit Fee: \$25

This application is used to request a street closure for a parade or other special event. **Applications must be submitted at least 30 days in advance of the event and include a certificate of liability insurance listing the City of Ionia as a certificate holder.** A diagram is required with the application outlining where the street closure will occur and identifying the placement of any needed barricades. Applicants will be notified of the request's final determination once it has gone through the review process.

This application does not apply to the Fred Meijer Grand River Valley Rail Trail System. These requests must go through the State of Michigan.

Applicant Information

Name of Event: _____

Date of Event: _____ Time of Event: _____

Sponsoring Organization: _____ Contact's Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Event Information

1. Name of Street Requesting to Close: _____

Starting Cross Street _____ Ending Cross Street _____

2. What time is requested for the street closure to begin and end: _____

3. Description of Event: _____

4. If the event is a parade, where is the starting and ending point: _____

5. Do you require barricades? Yes No

If yes, describe where you would like the barricades placed: _____

Insurance Requirements

- On account of injury to, or death of, any person in any one accident \$1,000,000
- On account of any one accident resulting in injury to, or death of more than one person \$1,000,000
- On accident of damage to property in any one accident \$1,000,000

Signatures

Applicant's Signature: _____ Date: _____

Permit Requirements – Section 1020.17 of City Code

Parades and Promotions; Closure of Streets

Persons seeking to hold parades or other promotional events shall notify the City and receive a permit for such event. The person or party sponsoring the event shall provide the necessary information justifying closure of a street or streets with the final action subject to approval by the City Manager. In the case of major streets, closure should be limited and emergency access provided to abutting properties at all times. If a permit to hold such an event is denied by the City Manager, the applicant may appeal to the City Council which shall have ultimate authority for issuance.

OFFICE USE ONLY	Application #: _____
____ Insurance Certificate Information:	
Adequate Amount	_____
Company	_____
Agency	_____
Expiration Date	_____
Approved or Denied (Circle One)	
Comments: _____	

Copies To: _____	
Signature: _____	Date: _____

City Staff Recommendations

DDA Director

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____

Public Safety Director

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____

Public Works Director

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____

Other City Staff (as needed)

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____