



CITY OF IONIA

STREET CLOSURE/PARADE REQUEST FORM - RESPONSE/APPROVAL

Use this form to request a street closure or for a parade request for special events. All requests **MUST BE MADE AT LEAST 60 DAYS** prior to event for review by City Administration. Your application request does not confirm street closures or approval for parade. An approval process will follow and the final determination will be forwarded to you. It is important that all contact information is correct. This does not include the Fred Meijer Grand River Valley Trail System. You have to request use of this through the State of Michigan.

Street Closure / Section 1020.17 of the City Code states: 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 for 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 shall 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. (Ord. 362. Passed 3-1-94.)

Name of Event: _____

Date of Event: _____ Time of Event: _____

Contact Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ 2nd Phone Number (optional) _____

Email Address: _____

Date and Time street closure is requested to begin and conclude: _____

Do you require barricades? _____ If yes; where would you like the barricades placed? _____

If this event includes a parade, please describe the route, indicating the starting point and the ending point, as well as approximate start and end times: _____

Please include a brief description of the event: _____

Applicant Signature: _____

(Print Name) _____

Date: _____

Office Use Only

Date received: _____

Received by: _____

Approved: Yes or No