

INSTRUCTIONS FOR FILLING OUT PARADE PERMIT APPLICATION

1. Complete the attached permit application form. Make sure there is a City of North College Hill map attached to the application.
2. Using a brightly colored hi-liter, color in the parade route you wish to use on the NCH City Map attached to the parade permit application. Make sure you indicate the **STAGING AREA** (location the parade units will meet and disembark from), the **PARADE STARTING AREA** (the location where the parade official starts from – this may be the same as the staging area), and the **END OF PARADE** (the location where the parade units will end and no longer be on the public roadways).
3. Using a black ink pen, draw arrows indicating the direction the parade will travel on the route you listed in step 2.
4. Submit the parade permit application (including highlighted parade route) no later than 30 days prior to the requested parade date to the NCH Municipal Building.
5. The Chief of Police or his designate will assign an officer to be your parade detail officer in charge (OIC). The Police Chief or his designate will review your application, which may be picked up at the Municipal Building (1704 W. Galbraith Rd.) after it has been reviewed. It also may be returned to you via U.S. mail (upon request).
6. If the Police Chief or his designate determines a problem with your parade route, you will be contacted and advised of the potential problems. You may at this point modify your parade permit request or withdraw your request. If you wish to modify your request, review the Police Chief's notes and modify your permit application accordingly. Return your application the City Municipal Building for review.
7. If your parade permit is accepted, when it is returned to you, it should have been countersigned by the Safety-Service Director and the Mayor. If it is not, your parade permit is not valid. It is your responsibility to ensure the parade permit is valid. If there is a problem, please contact the Police Chief at 521-7171 or the Administrative offices at 521-7413.
8. On the date of your parade, please have your units at the staging area no later than 15 minutes prior to the parade starting time. The contact person listed on the parade permit application must have the **valid** parade permit in the lead parade vehicle.
9. The contact person should meet the parade detail officer in charge at the NCH Police Department (1646 W. Galbraith Road) approximately 30 minutes before the scheduled start of the parade to coordinate and review any last minute changes.

PARADE PERMIT APPLICATION

Pursuant to NCH Ordinance 311.02

APPLICATION RECEIVED: ____/____/____ AT ____ AM
/ PM

ORGANIZATION NAME:

ADDRESS:

CONTACT PERSON: _____ TITLE:

DATE OF PARADE: ____/____/____ TIME OF PARADE: ____
AM / PM

NOTE: PARADE APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO DATE OF PARADE

NUMBER OF UNITS IN PARADE

WALKING: _____ MOBILE: _____ ANIMAL: _____

OTHER: _____ PLEASE DESCRIBE:

THIS PARADE APPLICATION HAS BEEN:

APPROVED BY NCH POLICE DEPARTMENT - MUST BE COUNTERSIGNED BY
MAYOR & SAFETY-SERVICE DIRECTOR FOR PARADE PERMIT TO BE
VALID

DENIED BY NCH POLICE DEPARTMENT FOR THE FOLLOWING REASON(S):

Safety-Service Director

Date

Mayor

Date