Parade Permit Application

All fields must be completed. Application must be filed at least 48 hours before the parade. Return completed application and the $10 filing fee to the Community Development Department.

Applicant Information:
Name of Organization: _________________________________________________________________
Applicant’s Name: __________________________ Applicant’s Cell Phone: __________________________
Organization Address: __________________________ City/State/Zip __________________________
Mailing Address: __________________________ City/State/Zip __________________________
Business Phone: __________________________ Website: __________________________

Parade Chairperson (or person who is responsible for the parade) Information:
Chairperson’s Name: _________________________________________________________________
Home Address: __________________________ City/State/Zip __________________________
Home Phone: __________________________ Cell Phone: __________________________ E-mail: __________________________

Parade Information:
Reason for Parade: _________________________________________________________________
Date of Parade: __________ Start Time: __________ End Time: __________
Route to be traveled, indicate starting point and termination point: _________________________________________________________________

Will the parade occupy all or only a portion of the width of the streets proposed to be traversed (Yes/No)

Location of Assembly: _________________________________________________________________
Time of Assembly: ________ Length of Parade: ________ Number of Units: ________
Interval of space to be maintained between units of the parade: __________________________

Applicant Agreement and Signature:
I declare under penalty of false statement that to the best of my knowledge and belief, the statements made herein on this _______ day of _______ 20 _______ are correct and true.

Name of Applicant: __________________________ Signature: __________________________

11110 Johnson Drive
Shawnee, Kansas 66203
Phone: (913) 742-6247 • Fax: (913) 268-7562
www.cityofshawnee.org

04/01/19