



**Application for Parade Permit**  
**Chapter 155 of the Code of the Borough of Kutztown**

**SECTION III. General Information**

PROPOSED DATE AND TIME OF THE PARADE \_\_\_\_\_  
Date Time

ESTIMATED NUMBER OF PARTICIPANTS \_\_\_\_\_

ESTIMATED NUMBER OF VEHICLES AND/OR ANIMALS \_\_\_\_\_

TYPE OF VEHICLES AND/OR ANIMALS \_\_\_\_\_

PROPOSED STAGING AREA AND TIME OF STAGING \_\_\_\_\_  
Place Time

PROPOSED TERMINATION AREA AND TIME \_\_\_\_\_  
Place Time

IF PROPOSED STAGING OR TERMINATION AREA IS PRIVATE PROPERTY,  
PLEASE LIST THE OWNER'S CONTACT INFORMATION AND INDICATE IF  
PERMISSION HAS BEEN RECEIVED:

OWNER'S NAME \_\_\_\_\_  
First Middle Last

OWNER'S ADDRESS \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State Zip Code

OWNER'S TELEPHONE NUMBER ( ) \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner Indicating Permission Granted

ESTIMATED NUMBER OF SPECTATORS \_\_\_\_\_

PROPOSED PARKING AREAS FOR PARTICIPANTS \_\_\_\_\_

LOCATION OF APPLICANT OR MEANS OF CONTACT DURING PARADE \_\_\_\_\_

# **Application for Parade Permit**

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### **SECTION IV. Type of Parade Permit Applying for (check one):**

#### **STANDARD PARADE**

##### **- Any Parade other than a Special Parade or Spontaneous Parade**

1. Applications for Standard Parade Permits must be submitted to the Borough Secretary no more than one hundred eighty (180) days nor less than ten (10) days prior to the proposed date of the Standard Parade. Thereafter, the Borough Secretary shall forward copies of the Standard Parade Application to the Borough Council, the Borough Manager and the Chief of Police.
2. Consultation. The Person seeking a Standard Parade Permit shall, upon the reasonable request of the Borough Manager and/or Chief of Police, respond to any questions which may be posed by the Borough Manager or Chief of Police regarding the content of the Application, in order to complete any incomplete items or to clarify any information which is unclear.
3. Borough Manager Review and Decision. The Borough Manager shall, in consultation with the Chief of Police, review the needs of the Kutztown Borough Police Department and/or other law enforcement agencies to protect the health, safety and welfare of the citizens of the Borough, the Standard Parade participants and the Standard Parade spectators, and shall review, specifically, whether the Application fulfills the requirements of the criteria set forth in the Parade Ordinance. In addition, the Borough Manager and the Chief of Police shall determine the costs incident to providing such traffic control and sanitation services as are reasonably necessary to accommodate the Standard Parade participants and the estimated number of spectators in a manner consistent with the maintenance of public health and safety. The Borough Manager and Chief of Police shall prepare an itemized bill of costs reflecting only those costs and expenses which may be included as a part of the Parade Services Fee. The Borough Manager shall, within seventy-two (72) hours after the filing of the Standard Parade Application, make a finding as to whether the Standard Parade Application has adequately addressed all criteria set forth in the Parade Ordinance.

#### **SPONTANEOUS PARADE**

1. Application for Spontaneous Parade Permits may be filed less than ten (10) days prior to the proposed date of the Parade.
2. Consultation. The Borough Manager shall make a finding as to whether the Spontaneous Parade Application has adequately addressed all criteria set forth in the Parade Ordinance within twenty-four (24) hours after the filing of the Permit Application.
3. Limitation on Parade Route. A Spontaneous Parade shall be limited to the Streets within the Spontaneous Parade District (East Main Street bordering Kutztown Public Park between South Laurel Street and Kemp Street). Please see attached map for location of Spontaneous Parade District. A Spontaneous Parade Permit shall be granted for no more than four (4) hours per twenty-four (24) hour period. Nothing in this limitation shall prevent Participants or attendees of a Spontaneous Parade from using public sidewalks within or outside of the Spontaneous Parade District or the public park during its operational hours.

#### **SPECIAL PARADE**

##### **- Any parade having a total number of Participants exceeding two thousand (2,000)**

1. Applications for Special Parade Permits must be submitted to the Borough Secretary no more than one hundred eighty (180) days nor less than sixty (60) days prior to the proposed date of the Special Parade. Thereafter, the Borough Secretary shall forward copies of the Special Parade Application to the Borough Council and place the Person seeking a Special Parade Permit on the agenda for a future, regularly scheduled Borough Council meeting for a Special Parade Application presentation in accordance with subparagraph 4, below.
2. Consultation. The Person seeking a Special Parade Permit shall, within no less than fifteen (15) days nor more than thirty (30) days after the filing of the Special Parade Application, meet with the Borough Manager and Chief of Police on no less than one (1) occasion to review the Application and discuss any issues which may arise.
3. Reports. Within fifteen (15) days of the meeting with a Person seeking a Special Parade Permit, the Chief of Police shall prepare and submit a written report to the Borough Secretary addressing the needs of the Kutztown Borough Police Department and/or other law enforcement agencies to protect the health, safety and welfare of the citizens of the Borough, the Special Parade participants, and the Special Parade spectators. Within fifteen (15) days of the meeting with a Person seeking a Special Parade Permit, the Borough Manager shall prepare and submit a written report to the Borough Secretary addressing whether the Special Parade Application fulfills the requirements of the Parade Ordinance. The Borough Secretary shall immediately deliver such reports to the Borough Council. In addition, the Chief of Police and the Borough Manager shall determine the costs incident to providing such traffic control and sanitation services as are reasonably necessary to accommodate the Special Parade participants and the estimated number of spectators in a manner consistent with the maintenance of public health and safety. The Chief of Police and the Borough Manager shall prepare an itemized bill of costs and deliver a report of the same to the Borough Council within such fifteen (15) day period, reflecting only those costs and expenses which may be included as a part of the Parade Services Fee.
4. Borough Council review and decision. Upon receipt of the reports, the Borough Secretary shall place such reports and the Application on the agenda of the next regularly scheduled Borough Council meeting, at which meeting the reports and Application shall be reviewed and approved or denied or a revised Application may be required. A Person filing an Application shall be present or have an authorized representative present at such meeting. If the Borough Council is not satisfied that such Application adequately addresses the criteria set forth in the Parade Ordinance, the Borough Council may direct that the Person filing the Application meet with the Borough Manager and Chief of Police to address the issues raised by the Borough Council. Thereafter, the Person filing the Application may present a revised Application to the Borough Council at the next regularly scheduled Borough Council meeting for approval or denial at such meeting.

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**SECTION V. Parade Route:**

Please provide a sketch of the proposed Parade Route showing:

**For Standard and Special Parades ONLY:**

1. The staging area;
2. The starting and ending points;
3. The width of the Streets to be traversed;
4. The designation of the Streets (state highway, borough ordained, etc.);
5. The width of the public right of way along all Streets on the proposed Parade route;
6. The existence of any public sidewalks, if any, along the proposed Parade route;

**For ALL Parades:**

7. The method and route by which participants will be returned to the staging area from the point of termination;
8. The number and location of emergency vehicle break points in or crossing the proposed Parade route;
9. The number and location of fire-fighting personnel and fire suppression devices to be stationed along or in the vicinity of the proposed Parade route;
10. The number and location of waste receptacles along the proposed Parade route and the means of removal and disposal of refuse and solid waste accumulating in the public Streets and rights of way during the Parade;
11. The number and location of restroom facilities to be made available to the public and located along the proposed Parade route, including through the use of portable facilities;
12. The proposed number of Borough police department and other public safety personnel and traffic control devices necessary to control pedestrian and vehicular traffic along and across the proposed Parade route;
13. The proposed number of police personnel and traffic control devices necessary to reroute traffic around the proposed Parade route;
14. The number and location of public volunteers essential to the conduct of the Parade; and
15. The number and proposed location of food vendors, amusement rides, and amusement games, and the name, address and telephone number of the operators of the same.

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Left blank for Parade Route diagram.

**Please attach additional sheets and diagrams as necessary.**

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Activities that DO NOT require a Parade Permit:

- (1) Funeral and wedding processions, provided the same do not require closure of any Street to vehicular traffic.
- (2) Elementary, middle school and high school students going to and from school classes or participating in educational or school sponsored activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities.
- (3) Traffic control involving closing of a Street Cartway with the approval of the Borough Council.
- (4) Local merchants desiring to close a Street Cartway or a portion of a Street Cartway for a Street or craft fair, but only after receipt of Borough Council permission and Borough Council approval of pedestrian and vehicular traffic control plans for such closure.
- (5) Local youth organizations desiring to close a portion of a Street for an educational activity, provided such activity is under the immediate direction and supervision of the adult leaders of such organization, but only after receipt of Borough Council permission and Borough Council approval of pedestrian and vehicular traffic control plans for such closure.

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VERIFICATION

I verify that the information contained in this application is true and correct to the best of my knowledge and belief. This verification is made subject to the penalties of §4904 of the Pennsylvania Crimes Code (18 Pa. C.S. ) relating to Unsworn Falsification to Authorities.

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Signature of Applicant

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Date

