



Sitka Police Department Application For A Parade/Special Event Permit

Person Requesting Permit		Contact Phone Number
Address		
Name of Organization		
Organization Address		
Parade Event Chairperson		Contact Phone Number
Chairpersons Address		
Name of Parade or Event		Date of Parade Event
Starting Time	Ending Time	
Route of Parade		
Start		End
Location of Event		Time Parade/Event Will Assemble
Will Parade/Event Occupy Any of the Width of the Street?		
Explain		
Approximate Number Of: <input type="checkbox"/> Persons _____ <input type="checkbox"/> Animals _____ <input type="checkbox"/> Vehicles _____	Describe Type of Vehicles (vans, trucks, trailers, buses, etc.)	Interval of Space Between Vehicles
Signature of Applicant		Date Signed
NOTE: A copy of the permit must be picked up and should be in the possession of the Chairperson during the event.		

For Official Use Only			
Application Fee Received Date/Time:	Organizer Contacted Date:	State of Alaska, DOT Permits Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No	CBS Street Dept Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No Cones: <input type="checkbox"/> Yes <input type="checkbox"/> No Barricades: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Cruise Ships In Port	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Orders Drafted/Prepared By
Other coinciding events	Briefing Arranged		
Patrol Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor and Personnel Assigned:		When:
Agencies Notified <input type="checkbox"/> CBS Manager <input type="checkbox"/> Public Works <input type="checkbox"/> Community Bus Service <input type="checkbox"/> CBS Attorney <input type="checkbox"/> Streets <input type="checkbox"/> Harbors <input type="checkbox"/> Fire Chief <input type="checkbox"/> Utilities-Water/Sewer <input type="checkbox"/> DOT	Route Posted <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Media Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	Dispatch Notified <input type="checkbox"/> Yes <input type="checkbox"/> No
		Date Completed	

Approved by: _____ Date: _____

- Application Instructions:**
1. Complete application form.
 2. The application must be filed with the Chief of Police no fewer than 15 days and no more than 60 days before the parade or special event is to occur.
 3. A \$50 filing fee (plus tax) must accompany the application. Acceptable forms of payment include cash or check. Checks should be made out to "City of Sitka". The fee will be refunded in full if the permit is not issued.