



CITY OF LILBURN FULL/PARTIAL ROAD CLOSURE/PARADE/ASSEMBLY APPLICATION

Name of Applicant: _____ Home _____ Work _____
Email Address: _____ Cell: _____ Fax: _____
Street Address: _____ City: _____ Zip: _____
Name of Event Chairperson: _____ Home _____ Work/Cell _____
Street Address: _____ City: _____ Zip: _____
Name of Sponsor Organization: _____ Home _____ Work/Cell _____
Street Address: _____ City: _____ Zip: _____
Date of Closure: _____ Assembly Time: _____ Event Hours: From _____ To _____
Approximate # of people in : _____ Approximate # of vehicles and participants in event : _____
Portion of street to be used (Check all that apply): All of the street Half of Street One Traffic Lane
Assembly Area (cross street location): _____
Route of Travel (please attach map): _____
Statement of type of Event/Parade/Assembly: _____

If the road closure is designed to be held by and on behalf of or for any other person other than the applicant, the application for such permit shall file with the Chief of Police a communication authorizing the applicant to apply for the permit on his behalf.

The application for a road closure permit shall be filed with the Chief of Police no less than thirty (30) days or more than sixty (60) days before the date on which it is proposed to conduct the road closure. The number of police officers required for the road closure will be determined by the Chief of Police.

For single, non-recurring parades or public assemblies, this application must be filed with the Chief of Police at least ten (10) days and not more than sixty (60) days before the parade and/or assembly. Recurring events at the same location must be filed with the Chief of Police at least sixty (60) days prior to the event. Approved applicants may not block public access to buildings, block public streets or sidewalks or otherwise violate the law.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Signature of Lilburn Staff Completing Form: _____

Fees: 2 hours - Police Officer General Security (Min. 2 hrs) = (\$35.00/HR) _____
 _____ hours - Police Officer Traffic = (\$50.00/HR) _____
 Subtotal = _____
 Multiply by the # of Officers Road Closure Permit Fee (Flat Fee) = _____
 TOTAL DUE = _____ + \$100.00 _____

Payment Cash Check # _____ Name on CC/Check _____
 Receipt # _____ Date Paid _____ Amount _____

Application for: Road Closure—Parade—Assembly Permit (Check all that apply): Approved Denied

Permit # : _____ **Date Issued :** _____

Signature of Chief of Police: _____ **Date:** _____

IN CASE OF A LIFE THREATENING EMERGENCY, CALL THE POLICE DEPARTMENT AT 911.