

**REQUEST FOR SPECIAL STREET USE  
CITY OF STERLING**

**Please attach detailed map of desired route.**

This application must be submitted to the City of Sterling Police Department **thirty (30)** days prior to the event that necessitates street closures or traffic rerouting, such as a parade or race. A copy of the applicant's **Certificate of Insurance must** accompany this application, noting the City as a special event endorsement, and liability limits: (single \$150,000; more than one: \$600,000) unless waived by the City of Sterling's Risk Management Committee.

**Application Date:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_, 20 \_\_\_\_.

Organization/Individual requesting permit: \_\_\_\_\_

Address: \_\_\_\_\_ Landline: \_\_\_\_\_  
(Street) (City) (State) Cell: \_\_\_\_\_

E Mail: \_\_\_\_\_

Organization Representative: \_\_\_\_\_  
(Name) (Title)

Event Description: \_\_\_\_\_

Number of anticipated participants/parade units: \_\_\_\_\_ Length of event: \_\_\_\_\_  
(Yards)

Time Duration of Event: from \_\_\_\_\_ to \_\_\_\_\_.

Assembly area for event: \_\_\_\_\_

Disbursement area for event: \_\_\_\_\_

Detour for event proposed: (include parking) \_\_\_\_\_

Traffic Control requested: \_\_\_\_\_

In order to provide needed assistance for your event, **it is necessary to attach a current map or diagram of route**, showing all traffic control points and any detours proposed.

If a state highway is needed for this event, please explain: \_\_\_\_\_

Will animals, unlicensed vehicles, or dangerous vehicles, items or substances be used in the event:  
\_\_\_ Yes \_\_\_ No If yes, explain \_\_\_\_\_

**(For safety of all, if candy or other items are to be distributed at the event, you are encouraged to use walkers for distribution purposes.)**

Sponsor: \_\_\_\_\_ Co-Sponsor: \_\_\_\_\_  
(Signature) (Signature)

Approved: \_\_\_\_\_  
Chief of Police Public Works Director  
\_\_\_\_\_  
Risk Management City Manager