

**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 current copy of the applicant's **CERTIFICATE OF INSURANCE MUST** accompany this application listing the **CITY AS ADDITIONAL INSURED**. Liability limits (single \$150,000; more than one \$600,000).

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

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

Address: \_\_\_\_\_ Lane Line: \_\_\_\_\_  
(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)