

**Instructions for Completion
Request for Permission to Schedule Use of a Public Roadway
Town of Little Elm**

Please read these instructions carefully and in its entirety before completing and submitting the attached form. Failure to properly and thoroughly complete the form will result in an automatic denial of the permit.

Please complete electronically. If completion by hand is necessary, please write legibly. Applications that cannot be read will be denied.

THIS PERMIT, IF ISSUED, AUTHORIZES THE APPLICANT TO HOLD THE EVENT ON THE DATES AND AT THE TIMES SPECIFIED, INCLUDING CHANGES REQUIRED BY THE CHIEF OF POLICE (IF ANY.) IF BARRICADES HAVE BEEN REQUESTED, OR A PARADE APPROVED, ONLY THOSE LOCATIONS SPECIFICALLY NAMED IN THE FORM MAY BE USED TO DENY ACCESS TO THROUGH TRAFFIC DURING THE APPROVED DURATION OF THE EVENT.

Purpose of Form:

This form is to be completed by any person or organization who wishes to use any public roadway within the Town of Little Elm for any purpose, including the roads within any park located within the Town's limits. It is intended for use by parade organizers, as well as those who wish to barricade any portion of the roadway for any kind of special use, such as a block party. The single exception is for those block parties associated with the annual National Night Out celebration who should use the form entitled 'National Night Out – Neighborhood Block Party.'

Deadline for Submission:

This request must be received by the Little Elm Police Department at least one (1) calendar week prior to the start of the event to be considered. Requests that are received late will be automatically denied.

Applicant requirements

Applicant must be a resident of Little Elm or be a duly authorized owner, officer, employee, designee, or agent of the organization for which the permit is requested.

Fees Required:

There are no fees to obtain a permit. There is however a \$50.00 deposit if your event requires that the Town furnish barricades at any location for your event. This deposit must be in the form of a check. Personal checks are accepted. Cash, money orders and credit cards are NOT accepted. The deposit must accompany the application. The check will be held and not deposited until your event is concluded and the barricades are picked up. If the barricades are returned in the same condition as when they were delivered, your check will simply be returned to you.

Events that do NOT require that the Town furnish barricades have no fee or deposit required.

Checks should be made payable to: **Town of Little Elm**

Submission of the Completed Form:

Completed forms that do NOT require a deposit may simply be submitted electronically. Send to police@littleelm.org

Events that require a deposit, or applicants not capable of submitting the form electronically for any reason, may choose one of the following two methods. 1.) hand deliver the form and required deposit, if any, on Monday – Thursday 7:00 AM to 6:00 PM or Fridays from 7:00 AM to noon or 2.) by postal mail to:

**Little Elm Police Department
Street Use/Parade Application
100 W. Eldorado Parkway
Little Elm, Texas 75068.**

Electronic Completion

Prior to beginning any entries on the form, we suggest you do the following.

- 1.) On the "file" menu, click "save as."
- 2.) In the "save as" field, select the folder where you want to save the document, or "desktop."
- 3.) Click "save."
- 4.) Now, type the information into the form fields regarding your event.
- 5.) When complete, click "save" again. (If you wish to rename it first that is your choice.)

At this point the form may be printed, signed, the deposit attached (if required) and submitted as detailed above under the section "Submission of the Completed Form."

Affected Resident Signature Form

This form is applicable for all parades or other moving events, such as hayrides and for all static events where barricades are requested. Complete a separate form for every street that is affected. Applicant is responsible for providing; 1.) the street name, 2.) the range of block numbers affected for that street, 3.) the total number of occupied residences on that street, and 4.) the calculation of the required number of residents who must sign and agree to the event or parade (sixty percent [60%] of the total in item 3 previously.

General Instructions

The entire form is designed to be completed electronically. Each individual field has an associated "help" menu attached to it. All help fields can be activated by clicking on the box and then hitting the "F1" key.

Use the "tab" key, or the mouse, to move from field to field. Do NOT use the "enter" key.

Requirement and Conditions

- 1.) A copy of this approved application must be on-site at all times during the event duration and shall be presented to any police officer, fire marshal, fire/EMS personnel or other Town employee operating in their official capacity who may request it.
- 2.) Barricades, if requested, will be delivered to the requested location and unloaded, but will not be set up by Town personnel. The applicant of this permit is responsible for setting up and taking down said barricades at the times and locations specified in this permit.
- 3.) Applicant understands and agrees that access must be granted at all times to authorized emergency vehicles.
- 4.) Applicant understands and agrees that access must be granted at all times to residents that reside within the blocked off areas.
- 5.) Applicant understands that a *minimum* of sixty percent (60%) of the residents who live within the barricaded area (if barricaded) as well as those living along and on either side of the public roadway between the beginning and end of the parade or other route, must sign the 'Affected Resident Signature Form' AND must indicate that they are IN FAVOR of this event.
- 6.) All participants must comply with all governing Town Ordinances and State laws, such as, but not limited to: noise, alcohol, vendor and solicitation, health department, fireworks and any other applicable Ordinance or Law whether enumerated herein or not.
- 7.) Applicant understands and agrees that they, or their designees, are solely responsible for cleanup of streets, roadways, parking lots, driveways, or other areas directly affected by the event. Failure to do so may result in denial of future permits for both the application and/or the organization.
- 8.) **Events and parades may be conducted only between the hours of 8:00 AM and 10:00 PM**, unless otherwise specified by the Chief of Police.
- 9.) **NO MAJOR ROADWAYS MAY BE BLOCKED OFF AT ANY TIME.**

CERTIFICATION BY APPLICANT

By signature to the attached application, applicant certifies that:

- 1.) They are a resident of Little Elm or a duly authorized owner, officer, employee, designee, or agent of the organization for which the permit is requested.
- 2.) They represent that at least sixty percent (60%) of the residents who live within the barricaded area, or who live on either side of the parade or other route have signed the designated form AND they have indicated that they are in favor of the event.
- 3.) That the information submitted in connection with this application is true and accurate.
- 4.) They they agree to abide by all of the requirements and conditions contained herein.
- 5.) They understand that failure to fully comply with all requirements will immediately render the approved application void, and be grounds to immediately terminate the event or parade.

AFFECTED RESIDENT SIGNATURE FORM



REQUEST FOR PERMISSION TO SCHEDULE USE OF A PUBLIC ROADWAY



TOWN OF LITTLE ELM

THE FOLLOWING INFORMATION REQUIRES PRIOR APPROVAL FOR THE SPECIAL USE OF ANY PUBLIC ROADWAY IN THE TOWN OF LITTLE ELM
PRESS THE F1 KEY FOR HELP WITH ANY FIELD – USE THE "TAB" KEY TO MOVE FROM FIELD TO FIELD, NOT THE ENTER KEY.

ORGANIZATION'S NAME:		BEST CONTACT PHONE #:	
ADDRESS:	(CITY)	(STATE) TX	(ZIP CODE)
EMAIL:		ALTERNATIVE PHONE #:	
<input type="checkbox"/> REVENUE PRODUCING <input type="checkbox"/> NON-REVENUE PRODUCING	TYPE OF ENTITY <input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC/CORPORATE <input type="checkbox"/> GOVERNMENT/SCHOOL <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> OTHER		
PROPOSED EVENT START DATE:	DAY:	PROPOSED EVENT ENDING DATE:	DAY:
EVENT START TIME:	<input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.	EVENT END TIME:	<input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.

APPLICANT'S NAME:		BEST CONTACT PHONE #:	
ADDRESS:	(CITY)	(STATE) TX	(ZIP CODE)
EMAIL:		ALTERNATIVE PHONE #:	

PARADE MARSHALL'S NAME:		BEST CONTACT PHONE #:	
ADDRESS:	(CITY)	(STATE) TX	(ZIP CODE)
EMAIL:		ALTERNATIVE PHONE #:	

PURPOSE OF EVENT:			
<input type="checkbox"/> STATIC (STATIONARY EVENT)		<input type="checkbox"/> PARADE (NON-STATIONARY/MOVING EVENT)	
IF PARADE: NUMBER OF ENTRIES	WIDEST:	LONGEST:	TALLEST:
EVENT FORMATION START TIME:	<input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.	FORMATION LOCATION:	
EVENT DISASSEMBLY END TIME:	<input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.	DISASSEMBLY LOCATION:	
MAXIMUM POSSIBLE DURATION OF EVENT, (INCLUDING FORMATION AND DISASSEMBLY, IF ANY):			
IN THE BLANKS THAT FOLLOW, ENTER THE STREET AND BLOCK NUMBERS OF ALL AFFECTED STREETS, IN THE ORDER AFFECTED			
1)	2)	3)	
4)	5)	6)	
7)	8)	9)	

A SKETCH OR MAP OF THE ROUTE MUST BE PROVIDED – SEE NEXT PAGE

IF BARRICADES WILL BE NEEDED ON ANY STREET, CHECK HERE: <input type="checkbox"/> (A \$50.00 REFUNDABLE DEPOSIT WILL BE REQUIRED)			
IF ABOVE BOX IS CHECKED, LIST BELOW THE EXACT LOCATION WHERE BARRICADES WILL BE NEEDED, OTHERWISE SKIP THIS SECTION.			
1)	2)	3)	
4)	5)	6)	
REQUESTED BARRICADE DELIVERY DATE:		PICK-UP BARRICADE DATE:	
WILL A POLICE ESCORT BE NEEDED OR REQUESTED FOR THE EVENT OR PARADE? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, COMPLETE NEXT SECTION)			
IF YES, NUMBER OFFICERS NEEDED:	TIME TO REPORT:	<input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.	TIME RELEASED: <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.
REPORTING LOCATION:		REPORT TO:	
IS FIRE DEPT./EMS REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	EVENT PARTICIPANT? <input type="checkbox"/> YES <input type="checkbox"/> NO	STAGED ONLY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
TIME TO REPORT: <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.	TIME RELEASED: <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M.	LIST SPECIAL REQUESTS IN "ADDITIONAL INFORMATION"	
REPORTING LOCATION:		REPORT TO:	

IN THE SPACE PROVIDED BELOW, DRAW A SKETCH OF THE EVENT LOCATION. IF A PARADE, DRAW A DIAGRAM OF THE PROPOSED ROUTE. INDICATE STREET NAMES AS APPROPRIATE. STREET NAMES MUST AGREE WITH THE ONES LISTED PREVIOUSLY ON PAGE ONE.

↑ North Not to Scale

ADDITIONAL INFORMATION:

SIGNATURE OF APPLICANT:

DATE APPLICATION SUBMITTED:

THIS SECTION FOR LITTLE ELM POLICE DEPARTMENT USE

DATE RECEIVED: _____ 20___ / TIME RECEIVED: _____ AM / PM / RECEIVED BY: _____ (NAME/BADGE #)

PATROL COMMANDER: APPROVED AS SUBMITTED APPROVED WITH CHANGES REQUIRED DENIED

IF CHANGES ARE NEEDED, DESCRIBE HERE: _____

CHIEF OF POLICE: APPROVED AS SUBMITTED APPROVED WITH CHANGES REQUIRED DENIED

IF CHANGES ARE NEEDED, DESCRIBE HERE: _____

IF DENIED, BRIEFLY EXPLAIN REASON: _____

ROUTE APPROVED FORM TO: TOWN MANAGER FIRE DEPARTMENT PUBLIC WORKS TRAFFIC DIVISION

COMMUNITY SERVICES COORDINATOR OTHER - SPECIFY: _____

THIS SECTION FOR STREET DEPARTMENT USE

DATE BARRICADES DELIVERED: _____ 20___ CONDITION WHEN DELIVERED: NEW FAIR POOR NOT REQUESTED

DATE BARRICADES PICKED UP: _____ 20___ CONDITION WHEN PICKED UP: NEW FAIR POOR N/A

CONDITION OF STREETS AND SIDEWALKS AFTER COMPLETION: _____ UNCHANGED

RETURN DEPOSIT: Yes No APPROVED BY: _____

ADDITIONAL COMMENTS BY ANY TOWN EMPLOYEE: _____

NAME: _____

PERMIT NUMBER: _____ ISSUED DATE: _____ 20___ By: _____

**AFFECTED RESIDENT SIGNATURE FORM
REQUEST FOR PERMISSION TO SCHEDULE USE OF A PUBLIC ROADWAY
TOWN OF LITTLE ELM**

NOTE: AT LEAST SIXTY PERCENT (60%) OF THE RESIDENTS WHO LIVE IN THE BLOCKED OFF AREA, OR THAT LINE THE STREET OF THE PARADE ROUTE, MUST SIGN THIS APPLICATION AND MUST INDICATE THEY ARE IN FAVOR OF THE PROPOSED EVENT OR PARADE.

APPLICANT USE:	STREET NAME:	INDICATE THE STREET AND RANGE OF BLOCK NUMBERS HERE: BEGIN	END
	NUMBER OF OCCUPIED RESIDENCES ON STREET:	NUMBER OF AFFIRMATIVE SIGNATURES REQUIRED (60% OF OCCUPIED RESIDENCES):	

	PRINT NAME	STREET ADDRESS	TELEPHONE	SIGNATURE	DATE SIGNED	IN FAVOR	CONTACT ATTEMPTED DATE/TIME
1						<input type="checkbox"/> YES <input type="checkbox"/> NO	
2						<input type="checkbox"/> YES <input type="checkbox"/> NO	
3						<input type="checkbox"/> YES <input type="checkbox"/> NO	
4						<input type="checkbox"/> YES <input type="checkbox"/> NO	
5						<input type="checkbox"/> YES <input type="checkbox"/> NO	
6						<input type="checkbox"/> YES <input type="checkbox"/> NO	
7						<input type="checkbox"/> YES <input type="checkbox"/> NO	
8						<input type="checkbox"/> YES <input type="checkbox"/> NO	
9						<input type="checkbox"/> YES <input type="checkbox"/> NO	
10						<input type="checkbox"/> YES <input type="checkbox"/> NO	
11						<input type="checkbox"/> YES <input type="checkbox"/> NO	
12						<input type="checkbox"/> YES <input type="checkbox"/> NO	
13						<input type="checkbox"/> YES <input type="checkbox"/> NO	
14						<input type="checkbox"/> YES <input type="checkbox"/> NO	
15						<input type="checkbox"/> YES <input type="checkbox"/> NO	
16						<input type="checkbox"/> YES <input type="checkbox"/> NO	
17						<input type="checkbox"/> YES <input type="checkbox"/> NO	
18						<input type="checkbox"/> YES <input type="checkbox"/> NO	
19						<input type="checkbox"/> YES <input type="checkbox"/> NO	
20						<input type="checkbox"/> YES <input type="checkbox"/> NO	