



**West Bloomfield Township
Clerk's Office**
4550 Walnut Lake Road
West Bloomfield, MI 48323
(248) 451-4848 Phone
(248) 682-3788 Facsimile
www.wbtwp.com

Parade/Banner/Road Closure Permit Application and Requirements

Note: This application is pursuant to the requirements of the Oakland County Road Commission.

A permit is necessary for such organized activities as parades, walkathons, marches, bicycle parades, parties, festivals, carnivals, outdoor gatherings, banners, etc., where roads may or may not be closed during the event, and where the event may cause congestion because of the interest it attracts. Please note the following: Applicants must contact DTE at (248) 745-5015 for placement of Over-the-Road Banners; a Community Special Event Sign Permit Application may be required by the Planning Department as well. For more information please call the Planning Department at (248) 451-4811.

PARADE/BANNER/ROAD CLOSURE DETAILS

Submit application at least sixty (60) days prior to the date of assembly in order to insure adequate review time by the Clerk, Police, Fire, and Planning Departments, as well as time to add the request to the agenda of the next available Township Board meeting for final approval.

Name of Organization: _____ Phone: _____
Name of Subdivision or Group

Contact Person: _____ Phone: _____

Address: _____ E-mail Address: _____

Name of Event: _____

Type of Event: _____

Dates(s) of Event or Banner Display: _____ Hours of Event: _____

Will your event require the closure of any public right-of-way? Yes No

If yes, date(s) of closure: _____ Location of Closure: _____

Insurance: _____

Bonding: _____

Provide an explanation and attach a diagram of the parade route and/or banner:

Note: Signage other than the banner requested in this application will require a Temporary Sign Permit. Please contact the West Bloomfield Township Planning Department at (248) 451-4811 for requirements.

For Township Use Only:

- Letter of Indemnification signed
- Insurance Certificate provided with appropriate added insureds

Reviewed by Fire Department: Approved Denied Date: _____

Reviewed by Planning Department: Approved Denied Date: _____

Reviewed by Police Department: Approved Denied Date: _____

Township Approval: _____
Debbie Binder, West Bloomfield Township Clerk

Upon Board Approval Send:

Notice to RCOC Date Sent: _____

Notice to applicant Date Sent: _____