



130 6th STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391
FAX (406) 892-4413

Street Use Permit Request

- Use this form for parades, special events, and races that take place on streets or sidewalks.

Timing

You must submit this application and all required attachments at least two weeks prior to the event. However, if you plan to close a major street such as Nucleus Avenue/Highway 2, or plan a closure within the greater downtown area, we recommend submitting the application in advance of the event as much as possible to allow for MDT review and approval.

Instructions: At least two weeks before your event.

1. Review the required regulations in Sections 1-3 of this form as well as City Municipal Code Chapter 10.78.060
2. Fill out all the information in Sections 4 and 5.
3. Attach all of the following documents:
 - a. Map showing the area of closure. For parade routes or runs, you must show the entire route.
 - b. Traffic control plan as specified in Section 2.
 - c. Insurance certificate:
4. **Must** list the City of Columbia Falls as an additional insured.
5. Policy must be \$750,000 per claimant and \$1,500,000 per occurrence.
 - d. If the event takes place in the downtown area, you must notify all businesses adjacent to the event, and any businesses otherwise affected by the traffic disruption. Attach a list of the affected businesses you have notified, along with the name of the person you contacted.
 - e. **Please see the map of state-maintained routes attached to this permit application:** If the event takes place on a state-maintained route you must also attach the **approved permit** from the Montana Department of Transportation.

Please note: Submittal of this form does not constitute permit approval. The permit is not valid until all departments in Section 6 have signed off.

Section 1: Event Type

Parades, Races (Foot/Bike), and Special Events – Applicants for these events are required to provide a traffic control plan. A traffic control plan will help all departments analyze the amount of personnel/safety equipment needed to control this type of event.

Section 2: Traffic Control

The City of Columbia Falls requires that the Event Sponsor place barricades or warning signs in the event a street is closed or rerouted. There must be staff at barricades to help explain the detour and time frame and direct participants to their staging area if applicable.

Traffic control plans must include all of the following:

- Map or sketch of the route
- People present at intersections including their affiliation, safety equipment they will be using (e.g. orange vests, flashlight) and/or type of barricade
- Start and end locations of the event
- Number of parade units anticipated, if applicable (nothing over 40 feet in overall length)

Section 3: Insurance

The City of Columbia Falls requires that a Street Use Permit Holder have their own liability insurance policy.

- Minimum amounts are \$750,000 per claim and \$1,500,000 per occurrence
- The City of Columbia Falls must be named as an additional insured for the event or activity for which the Street Use Permit is issued.

A copy of the insurance policy Certificate of Insurance must be attached to the Street Use Permit prior to final approval.

Section 4: Event Details **one date per application*

Date of Event: _____ Time Event Begins: _____ Time Event Ends: _____

Name of Event & Sponsor: _____

Contact Person: _____ Contact phone: _____
*Contact person **must** be available and present during the event*

Contact Email: _____

Place of Assembly: _____

Place of Disbandment: _____

Nature of Event: (Describe in detail): _____

Number of Units/Participants: _____ Vehicles: _____ Pedestrians: _____

Section 5: Acknowledgments & Indemnification

The Event Sponsor acknowledges the duty to complete all additional requirements in Section 6 relating to each department listed as well as the list of responsibilities noted with this permit. By signing below, Organizer acknowledges that they have read City Municipal Code Chapter 10.78.060

The event sponsors will defend, hold the city and its employees harmless and indemnify the city for any and all claims, lawsuits or liability including attorneys' fees and costs allegedly arising out of loss, damage or injury to person or person's property occurring during the course of or pertaining to the special event caused by the conduct of employees or agents of applicants.

Organizer Signature		Organizer's Name Printed	
Address	City	State	Zip
Daytime Telephone		Email	

Attachments:

- ☐ Complete Permit Application
- ☐ Map of area closure and entire route
- ☐ Insurance Certificate
- ☐ Traffic Control Plan
- ☐ Approved Permit from MDOT

CITY MUNICIPAL CODE Title 10 Chapter 10.78.060 Parades and Processions

1. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Parade means any parade, march, ceremony, show, exhibition, pageant, or procession of any kind, or any similar display in or upon any street, park or other public place in the city. Parade permit means a permit as required by this article.
2. Public conduct during parade.
 1. Interference. It shall be unlawful for any person to unreasonably hamper, obstruct, impede, or interfere with, any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.
 2. Driving through parades. It shall be unlawful for any person to drive a vehicle between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.
 3. Parking on parade route. The chief of police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the

route of a parade. The chief of police shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this section.

3. Permit required; exceptions. It shall be unlawful for any person to engage in, participate in, aid, form or start any parade, unless a parade permit shall have been obtained from the chief of police, with the following exceptions:
 1. Funeral processions;
 2. Students going to and from school classes or participating in educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities;
 3. Governmental agency acting within the scope of its functions.
4. Permit Application.
 1. Filing on official forms. A person seeking issuance of a parade permit shall file an application in person on forms provided between the hours of 8:00 a.m. and 5:00 p.m. on weekdays (legal holidays excepted) with the chief of police.
 2. Time of filing. An application for a parade permit shall be filed not less than seven days, nor more than 21 days, before the date on which it is proposed to conduct the parade; provided, however, the chief of police, where good cause is shown therefore, shall have the authority to consider any application hereunder which is filed less than seven days before the date such parade is proposed to be conducted.
 3. Contents. The application for a parade permit shall set forth the following information:
 1. The name, address and telephone number of the person seeking to conduct such parade;
 2. The name, address and telephone number of the headquarters of the organization, and or the authorized and responsible heads of such organization, if the parade is proposed to be conducted for, on behalf of, or by an organization;
 3. The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct;
 4. The date when the parade is to be conducted;
 5. The route to be traveled, the starting point and the termination point;
 6. The approximate number of persons who, and animals and vehicles which, will constitute such parade; the type of animals, and description of the vehicles;
 7. The time when such parade will start and terminate;
 8. A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;
 9. The location, by streets, of any assembly areas for such parade;
 10. The time at which units of the parade will begin to assemble at any such assembly areas;
 11. The interval of space to be maintained between the units of such parade;
 12. If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the chief of police a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on such person's behalf;
 13. Any additional information that the chief of police shall find reasonably necessary to a fair determination as to whether a permit should be issued.
5. Permit Fee. There shall be payment at the time of filing the application for a parade permit, a fee set by resolution.
6. Standards of issuance of permit. The chief of police shall issue a permit as provided for in this division when, from a consideration of the application and from such other information as may otherwise be obtained, such officer finds that:
 1. The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
 2. The conduct of the parade will not require the diversion of so great a number of police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city;
 3. The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the proposed line of march and areas contiguous thereto;

4. The concentration of persons, animals, and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
5. The conduct of such parade will not interfere with the movement of firefighting equipment in route to a fire;
6. The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
7. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays in route;
7. Acting on application; notice of rejection. The chief of police shall act upon the application for a parade permit within two days after the filing thereof. If the chief of police disapproves the application, such officer shall mail to the applicant, within three days after the date upon which the application was filed, a notice of such action stating the reasons for denial of the permit.
8. Appeal to city manager. Any person aggrieved by the denial of a parade permit shall have the right to appeal the denial to the city manager. The appeal shall be taken within two days after notice that the application has been denied. The city manager shall act upon the appeal within the two days after its receipt.
9. Required information. Each parade permit shall state the following information:
 1. Starting time;
 2. Minimum speed;
 3. Maximum speed;
 4. Maximum interval of space to be maintained between the units of the parade;
 5. The portions of the streets to be traversed that may be occupied by the parade;
 6. The maximum length of the parade in miles or fractions thereof;
 7. Such other information as the chief of police shall find necessary to the enforcement of this division.
10. Revocation of permit. The chief of police shall have the authority to revoke a parade permit issued hereunder upon application of the standards for issuance as established in this division.
11. Alternative date, time or route; granting, accepting; effect. The chief of police, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within two days after notice of the action of the chief of police, file a written notice of acceptance with the chief of police. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit under this division.
12. Notice of parade to city officials. Immediately upon the issuance of a parade permit, the chief of police shall send a copy thereof to the city manager, public works director, fire chief and city attorney.
13. Compliance with laws; carrying permit by parade chairman. The holder of a parade permit hereunder shall comply with all permit directions and conditions and with all applicable laws, provisions of this Code and other city ordinances.
 1. The parade chairperson or other person heading or leading such activity shall carry the parade permit upon such person's self during the conduct of the parade.

I have read Title 10 Chapter 10.78.060 Parades and Processions

Initial, please

Section 6: Review and Approval

Public Works Director Approval

Additional Requirements:

Public Works Director

Date

Fire Department Approval

Additional Requirements:

Fire Department

Date

Police Department Approval

Additional Requirements:

Police Department

Date

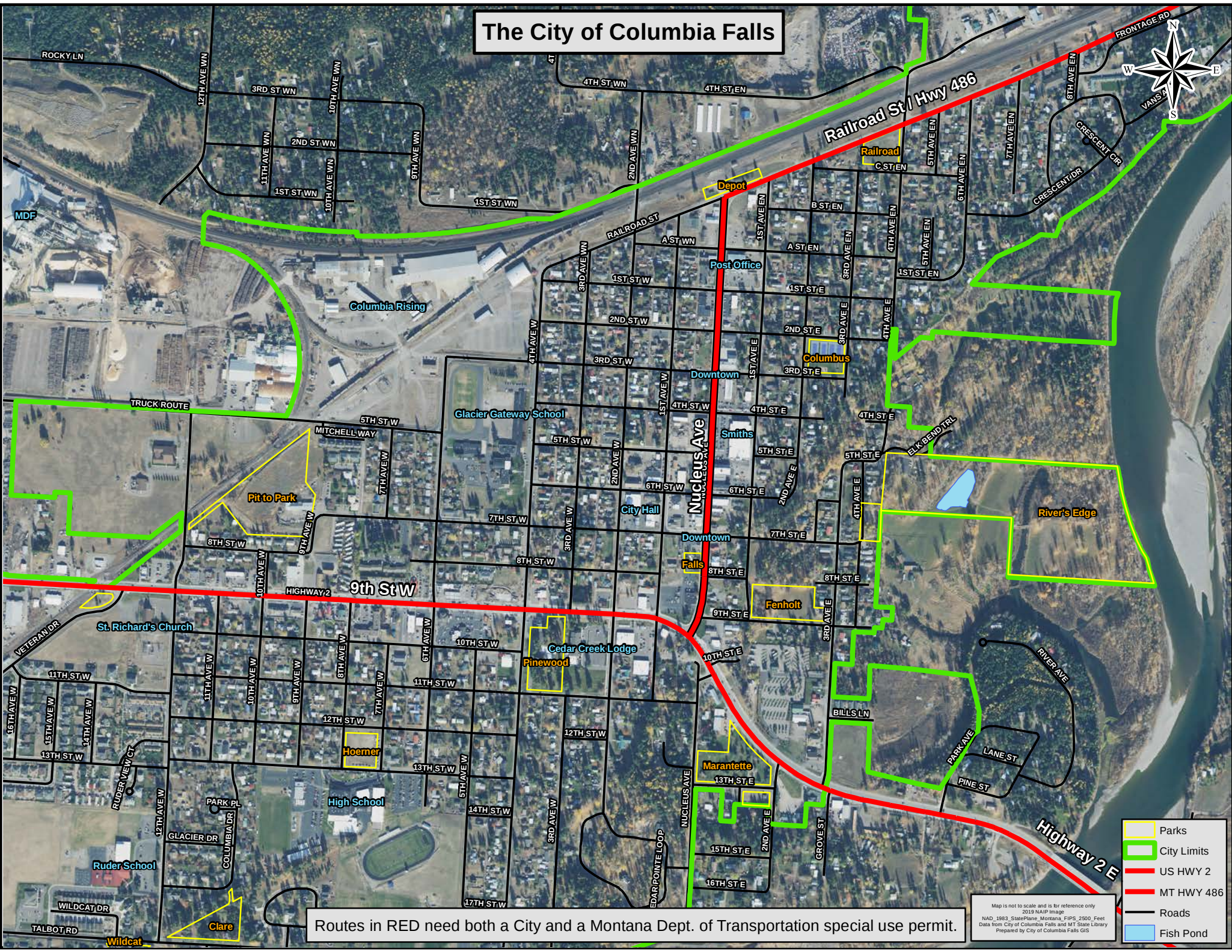
Permit Issued

Additional Requirements:

City Manager

Date

The City of Columbia Falls



Routes in RED need both a City and a Montana Dept. of Transportation special use permit.

Parks

City Limits

US HWY 2

MT HWY 486

Roads

Fish Pond

Map is not to scale and is for reference only
2019 NAIP image
NAD 1983 StatePlane Montana FIPS 2500 Feet
Data from City of Columbia Falls and MT State Library
Prepared by City of Columbia Falls GIS

