



CITY OF CONROE
COMMUNITY DEVELOPMENT

(936) 522-3610

**CITY OF CONROE
PARADE PERMIT PROCEDURE
City of Conroe Code of Ordinances
Article V, Chapter 66**

A Parade Permit Application may be obtained from the Community Development Department, Building Division, located at City Hall, 300 W. Davis, Monday through Friday from 8:00a.m. to 5:00 p.m. You must submit your application and allow at least 10 working days from receipt to process your application. If your application is denied, you will be notified by mail as to the reason for the denial. The denial may be appealed to the City Council. The following location and time restrictions apply:

- A. Except for necessary crossings along an otherwise permitted route, no parade route shall contain any portion of the following streets, roads, or highways: Interstate Highway 45, including its service roads.
- B. Between the hours of 7:00 a.m. and 9:00 p.m., or 11:00 a.m. and 1:00 p.m., or 3:30 p.m. and 6:00 p.m. of any day other than Saturday, Sunday, or a legal holiday, no parade route shall contain any portion of the following streets, roads or highways:
 - 1. State Highway 75/Frazier along that portion of the highway lying within Loop 336.
 - 2. State Highway 105/Davis from its intersection with Interstate Highway 45, east to its intersection with College Street.
 - 3. North Loop 336 from its northern intersection with State Highway 75, west to its intersection with State Highway 105.** All State Highway use requires TX-DOT approval,30-day advance notice required.
- C. Please check with the Lake Conroe Area Convention & Visitors Bureau's Calendar of Events website at <http://www.lakeconroecvb.org/evdbz.cfm>. Please fill out the Events Submission Form (Form attached) if you wish to have your event posted on their calendar. Otherwise please check their calendar for event conflicts.

NOTE: ANY QUESTIONS MAY BE ADDRESSED TO COMMUNITY DEVELOPMENT DEPARTMENT AT (936) 522-3610.

PARADE PERMIT APPLICATION

Name of Applicant: _____ Phone: _____ Mailing Address: _____

City: _____ State: _____ Zip _____

Name of Parade Chairperson: _____ Phone: _____ Street Address: _____

City: _____ State: _____ Zip _____

Organization/Firm/Corporation requesting Parade: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip _____

Date requested for Parade: _____ Date: _____ Time of Day Start: _____ End: _____

Streets proposed to be used for the event: _____

Please include a map with the proposed route of the parade and the streets proposed to be closed.

Will parade occupy **all** of the street width, or only a **portion**?

All

Portion

Time & Location of Assembly:

Time: _____ Location: _____

*Location of Disbanding: _____

(If Assembly & Disbanding locations are on Private Property, please provide written authorization from owner)

Space to be maintained between each entry and minimum/maximum speed of each entry.

Approximate number of Participants: _____ Number of Vehicles/floats, etc: _____

Sanitation Facilities to be used: _____

Description of any public facilities or equipment needed for parade: _____

Statement of applicants authorization to make this application on behalf of the Person(s), Organization, Firm or Corporation seeking the permit. _____

* Authorization from any business impacted by this parade, must accompany this request. (Signature page attached).

Signature of Applicant

Date

NOTICE TO APPLICANT

Applicant must call the following departments at least one week prior to the event during regular business hours (M-F 8:00 to 5:00).

Police Department: (936)-522-3200

Fire Department: (936)-522-3080.

THIS PERMIT IS VALID ONLY IF STAMPED PROPERLY.

FOR OFFICE USE ONLY

\$35.00 Permit fee received: _____

Permit approved subject to: _____

___ Not on IH 45

___ Hwy / Correct HRS

___ Not in Conflict

___ City Streets Anytime

___ Dallas

___ SH 75

___ SH 105

Date last parade approved: _____

Copy: ___ Fire Department

___ Police Department

___ Public Works

300 West Davis, Conroe, Texas 77301

**Authorization for Parade
By Affected Businesses**

Date: _____ Date of Parade: _____

Street to be closed: _____ Between: _____ and _____

Organization requesting Parade: _____

Time Street will be closed: _____ am/pm to _____ am/pm

I, as a business owner/manager with a place of business located in the proposed area being applied for above, do give my permission for _____ to be granted a Street Closure Permit for a requested Parade.

	Address of Business:	Name of Business:	Manager/Owner:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Parade Regulations

Parades are not allowed on weekdays unless a legal holiday between the hours of 7:00 am and 9:00 am, 11:00 am and 1:00 pm, or 3:30 pm and 6:00 pm on the following streets:

- Hwy 75 inside the Loop
- Hwy 105 from I-45 to College
- North Loop 336 from its north intersection with Hwy 75, west to its intersection with Hwy 105.

The above locations are allowed on a Saturday or Sunday or a legal holiday

****All State Highway use requires TX-DOT approval, 30-day advance notice required.****

Please check with the Lake Conroe Area Convention & Visitors Bureau's Calendar of Events website at <http://www.conroecvb.net/content.cfm?p=events>. Please fill out the Events Submission Form (Form attached) if you wish to have your event posted on their calendar. Otherwise please check their calendar for event conflicts.

Parades are not allowed on any part of I-45 or its access roads.

- Applicants must be notified of denial within five (5) days of application by certified mail.
- Only one (1) parade per month on Davis (Hwy 105), Frazier (hwy 75), Phillips (Hwy 105) and Dallas Streets will be allowed.