



PARADE REQUIREMENTS

1. Applications for a Parade Permit should be submitted at least two (2) weeks prior to the proposed event. Applications are available online through the [City of Norman Business & Citizen Self-Portal](#). The Parade application also applies to walks and/or runs (such as 5ks) that take place on city streets. If the proposed parade/walk/run is part of a Special Event, the application can be completed as part of the event application. Please review the Special Event guidelines here: <https://www.normanok.gov/residents-visitors/host-special-event>
2. A small map must be provided showing location of the proposed street closing and desired placement of barricades.
3. Applicant must provide litter and trash pickup following the event, both within and without the closed area, if debris is scattered as a result of the event.
4. The proposed parade shall not interfere with any other scheduled event or pose any public safety threat.
5. No alcoholic beverages will be sold in the public right-of-way (wine, liquor, etc.).
6. The discretion of whether the Traffic Control Division will place and remove devices rests solely with the Public Works Department. Generally speaking, the closure of any multi-lane roadway or any roadway with a legal speed limit over 25 miles per hour will require the assistance of the Traffic Control Division. Any overtime costs with this requirement will be the responsibility of the applicant.
7. For those situations where the applicant is permitted to close the roadway, the applicant shall use City standard retro-reflective barricades which shall be obtained from the Traffic Control Division located at 1311 DaVinci Street, prior to 4:00 p.m., Monday through Friday. Pick-up and return of barricades is the responsibility of the applicant. Arrangements may be addressed for the Traffic Control Division to deliver and pick-up barricades for a fee of \$60.00 each way. **Applicant must contact the Traffic Control Division (405)329-0528 to arrange pick up or delivery of barricades.**
8. No street shall be blocked past the time designated on the permit.
9. Applicants will be responsible to the City to assure each of the guidelines are met.
10. The applicant may be required to provide the City evidence of an insurance policy taken out by the applicant which would indemnify the City of Norman against all damages or liability claims arising from the event.
11. The applicant shall be required to reimburse the City of Norman for any extraordinary costs incurred by the City such as overtime pay for personnel, special cleanup, etc.

Documents required in paragraphs 2 and 10 shall be included with the application.