

CITY OF ROLLING MEADOWS  
3600 KIRCHOFF ROAD  
ROLLING MEADOWS, IL 60008  
847/394-8500

APPLICATION FOR PERMIT - SPECIAL EVENT USING PUBLIC WAY

DATE: \_\_\_\_\_

APPLICATION MUST BE MADE AT LEAST SEVEN (7) DAYS PRIOR TO EVENT

1. To be Issued to: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

2. Name & Telephone Number of Person to Contact \_\_\_\_\_

3. Type of Activity (check one): ( ) Parade ( ) Motorcade ( ) Assembly ( ) Other-Describe \_\_\_\_\_  
\*(Please include route if a parade or motorcade) \_\_\_\_\_

4. Inclusive Dates and Hours of Activity: \_\_\_\_\_

5. Description of Activity: \_\_\_\_\_

\*Assembly area: \_\_\_\_\_

Step-Off Time: \_\_\_\_\_

Disbanding area: \_\_\_\_\_

Estimated Number of Vehicles: \_\_\_\_\_

Will Need Barricades: YES \_\_\_\_\_ NO \_\_\_\_\_

Would you like Police representatives to attend? (Pending any Calls) YES \_\_\_ NO \_\_\_

Would you like Fire representatives to attend? (Pending any Calls) YES \_\_\_ NO \_\_\_

With Fire Engine? (Pending any Calls) YES \_\_\_ NO \_\_\_

Applied for By: \_\_\_\_\_ Title: \_\_\_\_\_

MAIL OR DELIVER TO: DEPUTY CLERK'S OFFICE, CITY OF ROLLING MEADOWS, CITY HALL, 3600 KIRCHOFF ROAD, ROLLING MEADOWS, IL 60008 (fax number (847) 483-0364)

THIS IS NOT A PERMIT AND A PERMIT WILL NOT BE ISSUED IF ALL PERTINENT INFORMATION IS NOT FURNISHED.

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FIRE DEPT - APPROVED/DENIED \_\_\_\_\_ DATE: \_\_\_\_\_

POLICE DEPT - APPROVED/DENIED \_\_\_\_\_ DATE: \_\_\_\_\_

PUBLIC WORKS - APPROVED/DENIED \_\_\_\_\_ DATE: \_\_\_\_\_