

Request Type: Parade / Special Event Permit Request  
Request Location:  
Request ID Number: 17825  
Date Submitted: 10/8/2024  
Date Closed: (open)  
Date Printed: 10/8/2024 2:02:27 PM

Submitter Information:

Priority: Critical  
Assigned To: Crook, Jessica

Phone: (none specified)  
Email:  
jessica.crook@leaguecitytx.gov

Date/Person	Comments
10/8/2024 2:02:24 PM Jessica Crook	Request assigned to Jessica Crook. Reason: (None given)
10/8/2024 2:02:07 PM (anonymous)	Your Request ID Number is 17825.

## Parade/Special Event Permit Request

**Date of Application** 10/07/2024  
**Date for which the permit is requested** 12/07/2024  
**Time the Permit is required**  
**Requester's Full Name** Janice Hallisey  
**Requester's Address** PO Box 3104 League City Tx  
**Contact Number** 2813821534  
**Email Address** halliseyjanice6@gmail.com

**Type of Event** Parade  
**Please list all Public Streets and Highways to be used** FM 270 to Main Street  
FM518  
**Organization seeking Permit** League City Proud  
**Contact Number** 2813821534  
**Organization Address** PO Box 3104 League City 77573  
**Name of Event** Holiday in the Park Grand Night Parade  
**Event Date (No Rain Date)** 12/07/24  
**Day of the Week** Saturday  
**Staging Time** 3:00pm  
**Starting Time** 5:45pm  
**Anticipated Length** 4 hours  
**Ending Time** 10:00pm  
**Number of Participants** 2000  
**Number of Pedestrians**  
**Number of Vehicles**  
**Specialty Participants**  
**A Detailed Map Showing: (MUST be attached to Application)**

- Desired Route of Area
- Drop-Off Points
- Street Barricade Proposal
- Staging Plan
- Traffic Control Plan

**Upload Detailed Map and Supporting Documentation.** No file was uploaded

**Refer to the attached Texas Department of Transportation's Requirements for Special Events. All requests requiring TXDOT approval must be submitted in writing to the League City Police Department no later than thirty (30) days prior to the event.**

**The planning of the parade shall include the participation of the Police Department, other Public Safety Departments, and City Departments as may be needed to insure comprehensives and thoroughness.**

**If your request for a permit is granted, you must be in compliance with Sec. 110-5, of the City Code of Ordinances (attached) and the following conditions:**

**1.**

**If your route includes a state highway/road, we must contact the Texas Department of Transportation to provide evidence that the conditions set forth by the Department of Transportation are furnished prior to the issuance of a City permit.**

**2.**

**Specialty entrants using generators, heaters, fire or pyrotechnic displays must be inspected by the Fire Marshal's Office of the City of League City. Entrants requiring these inspections must be approved by the Fire Marshal's office at least 24 hours prior to the event. The Fire Marshal's phone number is (281) 554-1290.**

**3.**

**A formal notice of the parade/procession must be published in a local newspaper informing the public of any traffic delays and offering detour routes.**

**4.**

**The permittee must at all times follow the exact route as shown on the permit.**

**5.**

**The organizer should consider the need for drop off and pick up points for participants and floats, and notify participants of these areas and request strict adherence to facilitate smooth and orderly traffic flow.**

**6.**

**No bleachers, seating, or stands may be erected on the roadway.**

**7.**

**No alcoholic beverages may be sold or consumed by parade participants.**

**8.**

**The organizer shall arrange for any cleanup of the City streets and right-of-ways from debris accumulated as a result from the distribution of paper flyers, banners, or food products by the participants.**

**If needed, the City of League City will provide barricades, detour signs, and personnel to sufficiently regulate, control, and detour traffic prior to and during the event, although the personnel cost may be passed on to the permittee.**

**By virtue of holding this event, you agree to indemnify and save harmless the City of League City, it's agents, and employees from all suits, actions, or claims,**

**and from all liability and damages for any and all injuries or damages sustained by any person and/or property as a consequence of any neglect in the performance of this event and any related activity, and from any claims or amounts arising or recovered under the “Workers Compensation Laws”, Article 6232-19 Vernon’s Civil Status (Texas Tort Claims Act) or any other laws.**

**Texas Department of Transportation**

**Requirements for Special Events**

<p>Type of Event</p> <p>Parades, Fun Runs, Triathlons*, Bicycle Rides*, Festivals, and Motorcades<sup>1</sup></p>	<p>Prior Notification Required</p> <p>Thirty (30) Days</p>	<p>Items Required</p> <ul style="list-style-type: none"> <li>• A letter of sponsorship by local government including event times, dates, and approximate number of participants</li> <li>• A letter from the law enforcement agency providing the traffic control for the event.</li> <li>• A Traffic Control Plan** <u>and</u> map detailing event route</li> <li>• Insurance listing TxDOT as a co-insured party</li> </ul>
<p>Filming Video</p>	<p>Thirty (30) Days</p>	<ul style="list-style-type: none"> <li>• A letter of sponsorship by local government including event times, dates</li> <li>• A letter from the law enforcement agency providing the traffic control for the event.</li> <li>• A completed <i>Agreement for Film/Video Production on State Right-of-Way</i></li> <li>• A Traffic Control Plan**</li> <li>• Insurance listing TxDOT as a co-insured party</li> </ul>
<p>Temporary Banners and Decorations</p>	<p>Fourteen (14) Days</p>	<ul style="list-style-type: none"> <li>• A letter of sponsorship by local government including event times, dates, and approximate number of participants</li> </ul>

	<ul style="list-style-type: none"> <li>• A letter from the law enforcement agency providing the traffic control for the placement of banners and/or decorations</li> <li>• A completed <i>Application for Use of State Right-of-way for</i></li> </ul> <p>Temporary Signs for Special Events‡</p> <ul style="list-style-type: none"> <li>• If placed on utility poles, TxDOT requires a letter of approval from the owner</li> </ul>
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**Parades, Fun Runs, Triathlons, Bicycle Rides, Festivals, and Motorcades can utilize either short-term or long-term closures.**

- **Short-term closures (four hours or less) are the typical use of State right-of-way and the requirements are listed in the chart above.**
- **Long-term closures (more than four hours) require a completed *Agreement for the Temporary***

**Closure of State Right-of-Way in addition to the above listed requirements.**

**\*All Bicycle Event Participants must obey applicable State laws concerning bicycles on roadways.**

**\*\*All Traffic Control Plans should conform to the Texas Manual on Uniform Traffic Control Devices and be signed, sealed, and dated by a licensed engineer, if not copied directly from the manual or an accepted TxDOT standard.**

**FOR ADDITIONAL ASSISTANCE PLEASE CONTACT**

**MS. NZINGA JONES AT (713) 802-5856**

**NJONES@DOT.STATE.TX.US**