

PARADES AND STREET CLOSURES IN THE TOWN OF CULPEPER – Q & A

Q1: I want to hold a parade in Town of Culpeper streets. Do I need a permit?

A1: Yes. Any parade that closes Town streets requires a permit and a security plan.

Q2: What do you consider a street closure?

A2: A block party, foot race, or other event that requires streets to be closed to cars and trucks is a street closure.

Q3: How do I get a permit?

A3: You complete the application form available in the Town Clerk's Office or online.

Q4: How far in advance do I need to apply?

A4: The minimum is six business days in advance, but the earlier, the better. If your location or security plan is rejected you will want to allow yourself time to revise them for approval. You can apply as much as one year in advance.

Q5: What is a security plan?

A5: A security plan is your plan to address traffic, pedestrian safety, lighting for nighttime events, and other safety items like the size of the signs you will carry, the use of loudspeakers, and how you will control any horses, dogs, or other animals, if you have them in your parade or street closure.

Q6: How do I write a security plan?

A6: The Culpeper Police Department can provide you with past security plans to use as models, has a checklist of items to consider, and will assist you in writing the security plan.

Q7: Why might the Town reject a parade route or street closure?

A7: There is a list of reasons in the Town's ordinance, but the main ones are a previously planned event, protecting people traveling the streets and sidewalks, and protecting public facilities from damage. Davis Street, Sunset Lane, James Madison Highway from North Main Street to the Town boundary, Laurel Street from Madison Road to Orange Road, Madison Road, Orange Road, Fredericksburg Road, Sperryville Pike from Virginia Avenue to the Town boundary, Rixeyville Road, a roundabout, or any street reasonably necessary for emergency vehicle dispatch due to its proximity to a police station, fire station, or a rescue squad are not available for parades or street closures.

Q8: How large of a sign can I carry?

A8: That depends on how and where you will carry it. The width of the road limits the size of a banner being carried facing forward. A banner on the side of a vehicle has to let the driver see out the side windows. This will be part of the security plan.

Q9: Is there a fee for holding a parade or street closure?

A9: Yes, there is a \$100 fee for review of the security plan. This fee can be waived if the Town has already reviewed the plan you are using.

Q10: Do I need to have insurance?

A10: Yes. You can provide your own policy or buy one through the Town's "TULIP" program.

Q11: What is the smallest group of people who can get a parade permit?

A11: The minimum is 100 participants.

SIDEWALK GATHERINGS IN THE TOWN OF CULPEPER – Q & A

Q1: What is considered a sidewalk gathering?

A1: A sidewalk gathering is a planned gathering of fifteen or more people standing or moving along a Town street without blocking traffic. It includes picketing, demonstrations, and processions for religious or civil ceremonies. People in the gathering need to stay on the sidewalk if the road they are walking on has a sidewalk.

Q2: Where can a sidewalk gathering gather?

A2: It can gather on almost any sidewalk or edge of the street in the Town, as long as it does not block other pedestrians or endanger traffic. However, no one is allowed to have a gathering focused on and taking place in front of someone else's home.

Q3: What happens if I have fewer than fifteen people in my sidewalk gathering?

A3: Then you do not need a permit. You can get one anyway, if you like, but you can just go ahead and gather without giving the Town notice that you are doing so.

Q4: What if a gathering forms without anyone planning it?

A4: You do not need a permit for a spontaneous gathering, which means a gathering that happens without planning or announcement because of a sudden and important event.

Q5: How do I get a permit?

A5: You complete the application form available in the Clerk's Office or online.

Q6: How far in advance do I need to apply?

A6: You must apply a minimum of six business days in advance. Allow yourself as much time as you can, because if the area you want is taken or your security plan is rejected, you will want to allow yourself time to revise the application. You can apply as much as one year in advance.

Q7: Why might the Town deny me a permit?

A7: There is a list of reasons in the Town's ordinance, but the main ones are a previously planned event, protecting people traveling the streets and sidewalks, and protecting public facilities from damage.

Q8: What is a security plan and why would I need one?

A8: A security plan is your plan to address traffic, pedestrian safety, lighting for nighttime events, and other safety items like the size of the signs you will carry. You only need one if you have more than fifty people and they will be crossing streets as part of a procession.

Q9: How large a sign can I carry?

A9: Your signs have to be no larger than three feet by two feet, unless an approved security plan allows a larger size. The sign supports can be no larger than 1" x 1" x 36" with no sharp ends.

Q10: How many days does a permit last?

A10: A permit is good for five days. You can have five consecutive days, or the same day of the week for five weeks, or any other combination of five days. You can then renew the permit for another five days.