



TOWN OF CULPEPER

400 S. Main Street, Suite 105, Culpeper, VA 22701 ♦ 540-829-8240 ♦ 540-829-8249 Fax

STEPS FOR COMPLETING USE OF PUBLIC GROUNDS PERMIT APPLICATION

- PART #1:** Fill in all information in the top section of the form as accurate as possible.
- PART #2:** Along with Part #1, this information is needed to appropriately review your application and provide information specific to the type and location of the event. Be as detailed as possible.
- PART #3:** If a security plan is required for your proposed event, you will need to contact Lt. Jeff Dodson at the Culpeper Police Department. He can be reached by phone at (540) 829-5526 or by email at jdodson@culpeperva.gov. The Police Department is located at 740 Old Brandy Road, Culpeper, VA 22701.

Once you have received written approval from Lt. Dodson, return this application to the Town Clerk's Office with all attachments. Attachments should include your security plan, security plan review checklist, proposed route map, insurance certificate and payment.

When your application is returned, you will be notified within two business days if your request has been approved or denied.

Please contact the Clerk's Office at (540) 829-8240 with any questions you may have.



APPLICATION FOR A PERMIT TO USE PUBLIC GROUNDS

PART 1:

Name of Applicant: _____ Phone Number: _____

Mailing Address: _____

E-Mail Address: _____ Date of Event: _____

Time of Event: Begin at _____ AM/PM, End at _____ AM/PM

Name of person(s) who will be in charge of the event, at least one of whom will be present at all times during the event: _____

PART 2:

Nature of Event (check as many as apply):

- Parade using Town streets
- Street closure for stationary event
- Run and/or Walk event
- Stationary gathering on Town sidewalks
- March or Picket along Town sidewalks
- Unattended display (sign or symbolic)
- Park gathering (Note: You also need a Major Event Application if you want to use facilities available for rental.) Please contact the Planning & Community Development Department at (540) 829-8260 for more information.
- Organized public gathering which is NOT a parade, sidewalk gathering, street closure, or park gathering, namely _____

Place or route of event (list the cross street or landmark for the starting and ending locations; also include staging areas): _____

NOTE: Application is considered incomplete until the route is provided.

Approximately how many persons will attend over the course of the event? _____

Approximately what is the maximum number who will be there at any one time? _____

What equipment, vehicles and facilities will be used in the event? _____

PART 3:

Security Plan:

NOTE: Mandatory for parades, street closures and sidewalk gatherings of more than 15 persons

- Security plan is attached with the review checklist
- No security plan is attached
- I would like the Culpeper Police Department to help me write a security plan and I therefore waive the two day turn-around time for security plan review

Applicant's Signature

Date



SECURITY PLAN REVIEW CHECKLIST
(To be Completed by Town Police Department Personnel)

Security Plan required _____ or optional _____

Security Plan checked/approved by _____

<u>Present / Missing</u>	<u>Required Element</u>
____ / ____	\$100 nonrefundable application fee paid or waived
____ / ____	Addresses traffic disruption adequately
____ / ____	Addresses pedestrian safety adequately
____ / ____	Addresses lighting adequately
____ / ____	Contains starting and ending times
____ / ____	Addresses other factors bearing on safety, order and accessibility of streets and sidewalks:
____ / ____	Maximum number of persons in an area
____ / ____	Other: _____

Parades and street closures only:

____ / ____ Insurance provided*

____ / ____ Law enforcement provided or not needed for traffic control

Sidewalk procession only:

____ / ____ Law enforcement provided at major intersections

Optional Elements:

Obstruction of entrances: approved / rejected / not requested

Signs larger than 3' x 2': approved / rejected / not requested

Sound amplification: approved / rejected / not requested

Animal control plan: approved / rejected / not requested

Rejected Plan revised and resubmitted on this date: _____

If yes, resubmitted plan checked by: _____

Resubmitted plan is approved _____ or rejected _____

on the basis of the following reasons: _____

**Coverage of at least one million dollars (\$1,000,000.00) naming the Town as an additional insured.*



TOWN USE ONLY

- Permit granted by _____ for:
 - Area requested
 - The following area: _____

- Application for more than five days, or premature renewal, or partially for dates beyond one year from date of application
 - Granted for the following date(s): _____
By: _____

- Permit denied by _____ on the basis of:
 - (1) Conflicting event, repair or construction project (alternative time or location offered at _____)
 - (2) Unreasonable danger to the public health or safety;
 - (3) Event cannot reasonably be accommodated in the proposed location (alternative time or location: _____)
 - (4) Unpaid costs related to prior event;
 - (5) Security plan required but not submitted, or security plan rejected;
 - (6) Parade application but fewer than 100 persons to take part;
 - (7) Parade or street closure unreasonably interferes with pedestrian or motor vehicle traffic because of:
 - A. Overlap with other parade(s) or street closure(s) in the vicinity;
 - B. Closing any part of: 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 other street affecting emergency vehicle dispatch: _____
 - C. Otherwise unreasonably interferes with traffic for the following reasons: _____
 - Alternative time or location offered at: _____

- (8) Violation of § 21-46 or any park rule within the previous twelve months
- All requested dates are more than one year from application date