



HENRICO COUNTY POLICE DIVISION

Parade/Marathon Application

HCPD-161 (12/14)



In accordance with the provision of Henrico County Code Section 22-419, the undersigned hereby requests authorization to conduct a procession in the County of Henrico over the route and under the conditions described below.

All applications must be received by **AT LEAST 30 DAYS PRIOR TO THE EVENT**. If the procession is to traverse or cross any part of the primary highway system, written permission must be obtained from the Resident Engineer, Virginia Department of Highways and attached to this application. If the procession is to form or disband on private property, written consent from the property owner, or their agent, must also be attached to this application. **At no time during the procession may anything be thrown out to the attendees for safety reasons.**

PLEASE PRINT OR TYPE THE INFORMATION REQUESTED BELOW

Sponsoring organization: _____

Nature of business or operation: _____

Name of applicant: _____

Last four digits of SSN: _____

Applicant's address: _____

Telephone number: (W): _____ (H): _____

TYPE OF PROCESSION

- Motorcade (motor vehicles only)
- Parade (marching units and vehicles)
- Marathon

PROCESSION INFORMATION

Passenger cars: _____

Motorcycles: _____

Emergency vehicles: _____

Trucks: _____

Bicycles: _____

Runners: _____

Foot units (other than bands): _____

Purpose of this procession : _____

Location of formation area: _____

Proposed route (attach a detailed map of the proposed route for this event. Street names and direction of travel must be noted.):

Location of disbanding area: _____

Date of procession: _____ Time formation to begin: _____ Time procession to begin: _____

Applicant's signature: _____ Date: _____

RECOMMENDATIONS

Approve Disapprove Commanding Officer, Community Services: _____ Date: _____

Copy to: Applicant Traffic Engineer Communications Division of Fire