



## Permit Application

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Is this on City-Owned property (park, Reynolds Center, etc.)? \_\_\_\_\_

Do you have permission from the Park Board for this event? The Park Board meets quarterly and oversees all events held in City Parks. \_\_\_\_\_ (N/A if not in a City Park)

Date of Park Board approval: \_\_\_\_\_ Attach Minutes – available at Public Works Office

### Other information:

Barricades? \_\_\_\_\_ Public Works

Traffic Control? \_\_\_\_\_ Police Department

EMS on Standby? \_\_\_\_\_ Fire/EMS Station

ODOT Permission for State Highway permission? \_\_\_\_\_

### SIGNS

Is this an event sponsored by one of the following:

\_\_\_\_ City of Seminole

\_\_\_\_ Chamber of Commerce

\_\_\_\_ Seminole Public Schools

\_\_\_\_ Non-Profit (Name of non-profit and proof of 501(c)(3) status required)

\_\_\_\_ Seminole Nation

Please include a map showing where any and all signs will be posted, dimensions of the signs and how they will be posted. We can provide an 8 ½ x 11 map for you to use and attach to this application.

\*Please send information to [info@seminole-oklahoma.net](mailto:info@seminole-oklahoma.net) if you would like to have your event added to the City of Seminole's Social Media.



Please include a map of the area requested in the permit, include routes if event is a walk/run for charity.

The Seminole Permit Board meets by Special Meeting only, usually on Monday mornings at 8:30. All applications with attachments need to be submitted no later than Wednesday the week before the meeting, or at **minimum 3 business days** prior to any meeting.

The following applies to signs for special city-wide events:

- NO SIGNS IN THE HIGHWAY RIGHT OF WAY. Example: For a Municipal Park function, no signs can be posted along the edge of the road – they must be as far back as the electric poles.
- ANY APPROVED SIGNS CANNOT BE LARGER THAN 32 SQUARE FEET AT ANY LOCATION. Generally, a 4x8 foot sign.
- Signs may be placed 60 days in advance of the event, but must be taken down four days after the event is over.
- EVENT PERMIT REQUIRED.
- NO PAINT OR MARKING OTHER THAN TAPE OR CHALK ON ANY STREETS, SIDEWALKS OR ANY OTHER HARD SURFACE. Any markings by chalk or tape must be cleaned up within 48 hours after the conclusion of the event. Markings in areas other than streets or sidewalks **MUST** be approved by Permit Board and/or Park Board in advance of the event.

The Permit Board may request a \$500 cleaning deposit before any event, and returned once the event is over and the area involved is free of trash and debris from the event. If City crews are called out to clean the area (including tape or chalk markings), the deposit is forfeited. If the cleanup is substantial, the City has the right to invoice the event sponsor for direct costs associated with the cleanup.

I, the undersigned, understand and agree that requesting a permit for this event does not exclude me from taking care of the property where the event will be held, including making sure extra trash receptacles will be on hand if needed, and picking up any trash left behind by the event or visitors. I also understand that I will leave the area in as good a condition as it was received. I also understand that special event insurance may be required by the Permit Board or Park Board in order to receive a permit.



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Signature of Event sponsor

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Date