



City Clerk's Office
CITIZEN'S USE PERMIT
Application

Applicant:		File #:	
Date complete application received:		Date permit issued or denied:	
Applicant <input checked="" type="checkbox"/>	APPLICATION REQUIREMENTS:		Staff <input checked="" type="checkbox"/>
	Completed and signed Citizen's Use Permit Application **Must be submitted to the City Clerk's Office 21 days before event.		
	Route map and/or site plan, including:		
	<i>Date, scale, north arrow, and project name</i>		
	<i>Proposed route(s), including street names and numerical blocks</i>		
	Schedule of events (if applicable)		
	Application fee – \$50.00 (or proof of 501(c)3 Non-Profit Status)		
	Ada County Highway District written approval ~ PLEASE NOTE~ City will route completed application to ACHD for review and approval; however, applicant is responsible for contacting ACHD to secure timely approval at: 208-387-6198 or 208-387-6151.		
	Proof of Liability Insurance- (\$1,000,000 policy) Listing the following as Additional Insured: ~ Ada County Highway District – 3775 Adams St., Garden City ~ City of Meridian - 33 E. Broadway Ave., Meridian		
	Event must be posted on the City of Meridian Community Calendar located at www.meridiancity.org .		
	Proof of advance notification to surrounding businesses, Chamber of Commerce at 208-888-2847 and (if applicable) the Meridian Downtown Business Association at http://www.downtownmeridian.com/contact 1. Route Information 2. Street Closures		
STAFF USE ONLY:			
	City of Meridian Fire Department approval		
	City of Meridian Attorney's Office approval		
	City of Meridian Police Department approval		
	City of Meridian Planning Manager approval (if applicable)		
	City of Meridian Mayor approval		

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.



APPLICANT INFORMATION

Applicant name: _____ Phone: _____

Applicant Email Address: _____

Organization: _____

Applicant local mailing address: _____

Applicant local physical address: _____

Applicant corporate address: _____

Drivers License number and state: _____

Tax identification number: _____

DESCRIPTION OF PROPOSED USE

Name of Event: _____

Date(s) of use: _____ Time(s) of use: _____

Location(s)/street address(s) of use: _____

Route Starting point: _____

Route Ending point: _____

Number of persons expected to participate and/or attend: _____

Number of vehicles, floats, and/or animals: _____

Description of proposed use: _____

Crowd management plan (including crowd control and emergency communication/evacuation):

Security/safety plan (including barricades, traffic control measures, directional signs/cones):



AUTHORIZATION AND INDEMNITY

I, _____, hereby agree to indemnify, save and hold harmless, and defend the City of Meridian and the Ada County Highway District from the expenses of and against any and all suits, actions, claims, and/or losses of every kind, nature, and description, including costs, expenses, and attorney fees that may be incurred by reason of any act, omission, neglect, or misconduct of myself, the organizers or operators of the use(s), activities, or events described or depicted in this application and/or the supporting documents, or any participant therein.

Applicant name (print): _____

Applicant signature: _____

Date: _____

I, _____, hereby certify that damage to the properties, locations, and/or routes at or upon which the use(s), activities, or events described or depicted in this application and/or the supporting documents is not foreseeable, and that, if damaged, I alone shall incur any and all costs of restoring such properties, locations, and/or routes to their original condition.

Applicant name (print): _____

Applicant signature: _____

Date: _____