



2015 PennDOT PARADE PERMIT PROCESS

1. SUBMIT TO THE BOROUGH:

- Requests should **first** be brought to the attention of the Borough Manager. This must include a written request stating the Date, Time, Duration, Route of the parade (w/map), and must provide the Borough with an **Indemnification Clause** on letterhead (or with the organization's signature line) showing the following (**EXACT**) wording:

"The (name of organization) agrees to fully indemnify, save harmless and, if requested, defend the Borough of Stroudsburg, from and against claims, suits or actions for injury, death or property damage arising from or because of the acts or omissions of the sponsor, its officers, agents or employees."

- The applicant **must** provide a **current** Certificate of Insurance showing the **Borough of Stroudsburg** as the **Certificate Holder** **AND** as "**Additional Insured**."
- Please copy the packet you submit to PennDOT and forward a copy to our office. It will be presented to Borough Council for their approval. **PennDOT requires a copy of our approval letter to complete their review. This is a lengthy process. Please submit your paperwork at least 60 days in advance.**

2. SUBMIT TO PennDOT:

- The applicant must complete PennDOT's "Special Event Permit form TE-300" and the "Route/Bridge Restriction form M-937R". **THESE FORMS are UPDATED OFTEN.** Please go to WWW.DOT.STATE.PA.US and download the most recent versions of these forms and any new forms they may require. Any questions specific to these forms and PennDOT's approval process can be directed to:
 - o **District 5-0, Sara Gallina, Sagallina@pa.gov ; 610-871-4486**
- We also recommend that you download the Special Event Emergency Action Plan Guide from www.portal.state.pa.us and create an emergency action plan.
- If the parade route or detour route is on any PA state road (including Main Street) the applicant must provide an insurance certificate for **PennDOT**, naming them as **Certificate Holder** **AND** as "**Additional Insured**." Please use this address on the certificate:

Pennsylvania Department of Transportation
Engineering District 5-0
1002 Hamilton Street
Allentown, PA 18101

- A detailed explanation of the detour route and how it will be signed / manned is also required. This may include working with other municipalities.

3. FINALLY:

- Please forward a copy of PennDOT's approval as soon as you receive it.** At that time, if The Borough Council has also approved the parade, our office will issue the Parade Permit and send copies to the Police Chief, Fire Chief, Control Center, & Street Superintendent.