



CITY OF ANOKA
 2015 First Avenue
 Anoka, MN 55303
 Licensing: 763-576-2710



PARADE LICENSE
(Approved by the Police Chief, Council approval is not necessary)

**Information included in this application is classified as
 PUBLIC INFORMATION and will be provided to the public upon request**
PLEASE FULLY COMPLETE THE APPLICATION AND PRINT LEGIBLY

Required Documentation: Applications cannot be accepted without the following attachments and payment.

- Workers Compensation Form
- SP:C1 Tax Clearance Form
- No fee is charged for a parade license

PERSONAL INFORMATION

Individual Submitting Application (Full First, Middle, Last Name) _____

Home Street Address _____ City/State _____ Zip _____

Home Phone (including area code) _____ Cell Phone (including area code) _____

Date of Birth: _____ Drivers License # _____

State of Issuance: _____

BUSINESS/ORGANIZATION INFORMATION

Business/Organization Name _____

Business Street Address _____ City/State _____ Zip _____

Business Mailing Address (if different from above) _____ City/State _____ Zip _____

Business Phone (including area code) _____ Alternate Phone (including area code) _____

AUTHORIZED OFFICIALS OF ORGANIZATION

Name _____ Address/City/State/Zip _____ Phone _____

Name _____ Address/City/State/Zip _____ Phone _____

PARADE INFORMATION:

Date of Parade: _____ Name of Parade: _____

Time of Assembly: _____ Location of Assembly: _____

Time Parade Begins: _____ Starting Point: _____

Time Parade Ends: _____ Ending Point: _____

Maximum Length of Parade: _____

Route of Travel: _____

Portion of Streets Requested for Use: _____

Units in Parade: _____ Distance Between Parade Units: _____

Persons in Parade: _____ (approximate) Vehicles in Parade: _____

Animals in Parade: Type: _____ Number: _____

Type: _____ Number: _____

Type: _____ Number: _____

IT SHALL BE THE DUTY OF PARADE CHAIRPERSON TO SEE THAT:

1. No person without a valid driver's license will drive any motorized vehicle in the parade.
2. No one will be allowed to march in or participate in the parade while under the influence of alcohol.

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original application, and of which I may request additional copies of by contacting the office of the City Clerk.

Signature of applicant:

Date: _____ **Signature:** _____

(for office use only)

Date Received: _____ Received By: _____ Complete Incomplete APD check Other check



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**AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION
 FOR CITY OF ANOKA BACKGROUND CHECK
 PLEASE ATTACH A COPY OF YOUR DRIVERS LICENSE.**

License you are applying for: _____

Full Name: _____
 First Middle Last

Home Address: _____
 House # Street City State & Zip

Home Phone Number: _____
 Include Area Code

If applicable, complete the following:

Business Name _____

Business Address: _____
 Building # Street City State & Zip

Business Phone Number: _____
 Include Area Code

Date of Birth: _____

Drivers License Number (copy of DL attached): _____

DL/State of Issuance: _____

I understand that the above-mentioned information about me may be protected under state and /or federal privacy laws or City policy and may not be disclosed without my prior written consent unless otherwise required by law.

I hereby release the City of Anoka from any and all liability for its receipt and use of information and records received pursuant to this consent. I further acknowledge that I have carefully read this release, fully understand its terms and legal significance, and execute it voluntarily.

 Signature of Individual Authorizing Release

 Date



REAL. CLASSIC.

CERTIFICATE OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

PRINT LEGIBLY IN INK OR TYPE

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required worker's compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

ALL APPLICANTS: I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

I am not required to have worker's compensation insurance coverage because:

- I have no employees
- I have employees but they are not covered by worker's compensation law.
(see Minnesota Statute 176.041 for a list of excluded employees)

Explain why your employees are not covered: _____

COMPLETE THIS PORTION ONLY IF YOU ARE INSURED: *A valid worker's compensation policy must be kept in effect at all times by employers as required by law*

Business Name (Individual name only if no company name is used):

DBA (if applicable): _____

Address (must include street address): _____

Insurance Company Name (not agent): _____

Workers Compensation Policy No.: _____

Effective Date: _____ Expiration Date: _____

IF SELF-INSURED - ATTACH A COPY OF THE PERMIT TO SELF-INSURE

NOTE: If your worker's compensation policy is cancelled within the license period, you must notify the agency who issued the license/permit by resubmitting this form.



SP:CI TAX CLEARANCE FORM
(This form may contain private data – do not release to public)

PRINT LEGIBLY IN INK OR TYPE

Pursuant to Minnesota Statute, Section 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and/or the Social Security Number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Services.
3. Failure to supply this information may jeopardize or delay the processing of your license, its' issuance or renewal.

Please supply the information and return this form along with your application to the agency issuing your license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: CITY OF ANOKA, MINNESOTA

Signature: _____

Printed Name: _____

Date: _____

PERSONAL INFORMATION: *Complete this section only if you are applying as an individual and/or do not hold a Minnesota Tax Identification # or Federal Tax Identification #.*

Applicant Name: _____

Applicant Address: _____

Social Security Number: _____

BUSINESS INFORMATION: *Complete this section only if you are applying as a business.*

Business Name: _____

Db: _____

Minnesota Tax Identification #: _____

Federal Tax Identification #: _____

For businesses: If a Minnesota Tax Identification # is not required, you must submit a written explanation.

CHAPTER 22. LICENSING; BUSINESSES & SERVICES

ARTICLE XI. Parades

Section 22-500. License Required.

No person shall engage in, participate in, aid, form or start any parade, unless a parade permit shall have been obtained from the chief of police.

Section 22-501. Application--Filing.

A person seeking issuance of a parade permit shall file an application with the chief of police on forms provided by such officer within not less than 20 days nor more than 60 days before the date upon which it is proposed to conduct the parade.

Section 22-502. Application--Contents.

The application for a parade permit shall set forth the following information:

- (a) The name, address and telephone number of the person seeking to conduct such parade.
- (b) If the parade is proposed to be conducted for or on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.
- (c) The name, address and telephone number of the person who will act as parade chairman and be responsible for the conduct of the parade.
- (d) The date the parade is to be conducted.
- (e) The starting point, route to be traveled and termination point of the parade.
- (f) The approximate number of persons, animals and vehicles which will constitute such parade and the type and description of the animals and vehicles.
- (g) The hours when such parade will start and terminate.
- (h) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traveled.
- (i) The location and description of any assembly areas for such a parade.
- (j) The time at which units of the parade will begin to assemble at any such assembly area.
- (k) The interval of space to be maintained between units of such parade.
- (l) Any additional information which the chief of police shall find reasonably necessary to a fair determination as to whether a permit should be issued.

Section 22-503. Application--Late filing.

The chief of police, where good cause is shown therefore, shall have authority to consider any application which is filed not less than ten days before the date such parade is proposed to be conducted. On applications by school officials, the chief of police may grant a permit if the application is made three days prior to the date of such parade.

Section 22-504. Standards for issuance.

The chief of police shall issue a permit when, from a consideration of the application and such other information is available to him, he finds as follows:

- (a) Conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic within the city contiguous to the parade route or interfere with the movement of firefighting equipment.
- (b) The conduct of the parade will not require the diversion of so great a number of police officers as to prevent normal police protection to the city.
- (c) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection to areas contiguous to such assembly areas.
- (d) The conduct of the parade is not reasonably likely to cause injury to persons or property nor provoke disorderly conduct.
- (e) The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

Section 22-505. Notice of rejection.

The chief of police shall act upon the application for a parade permit within three days after the filing thereof. If the chief of police disapproves the application, he shall immediately mail to the applicant a notice of his actions stating the reasons for the denial of the permit.

Section 22-506. Appeal procedure.

Any person aggrieved by a denial of a permit shall have the right to appeal to the city council at its next scheduled meeting following such denial. Written notice of such appeal shall be given to the city manager before such next scheduled city council meeting.

Section 22-507. Alternative permit.

The chief of police, in denying an application for a private permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within three days after notice of the action of the chief of police, file a written acceptance with the chief of police.

Section 22-508. Notice to other officials of issuance.

Immediately upon the issuance of a parade permit, the chief of police shall send a copy thereof to the city manager, fire chief and to the director of any public transportation system, the regular routes of whose vehicles will be affected by the route of the proposed parade.

Section 22-509. Contents of permit.

Each permit shall state the following information:

- (a) Starting time.
- (b) Minimum and maximum speed of parade.

- (c) Maximum interval of space to be maintained between the units of the parade.
- (d) The portions of the streets to be traveled.
- (e) The maximum length of the parade.
- (f) Such other information as the chief of police shall deem necessary.

Section 22-510.

Revocation.

The chief of police shall have the authority to revoke a parade permit issued under this article, on notice, upon application of the standards for issuance as set forth in this article.