



# COBB COUNTY POLICE DEPARTMENT

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PERMIT NUMBER

C.T. Cox *Chief of Police*

E.S. VanHoozer *Deputy Chief of Police*

J.D. Adcock *Deputy Chief of Police*

O.S. Hamilton *Deputy Chief of Police*

## SPECIAL EVENT PERMIT

APPLICATION FOR: PARADE      RUN      BLOCK PARTY      OTHER

### GUIDELINES FOR ORGANIZATION REPRESENTATIVES:

- Organization Representatives are responsible for procuring and placement of required equipment: *i.e. traffic cones, barricades, and signage. For example, runs usually require a minimum of 100 traffic cones per mile and a staff to place them.*
- The approval of a Special Event Permit is only permission to have an event; it is **not** the approval for the use of Cobb County manpower or equipment for the event. With few exceptions, Organization Representatives are required to make arrangements to have off-duty officers provide event oversight, security and/or traffic management.
- PLEASE ATTACH A MAP OF THE PROPOSED ROUTE
- PERMIT APPLICATIONS ARE SUBJECT TO APPROVAL BY POLICE PERSONNEL  
*(DO NOT ADVERTISE FOR THE EVENT WITHOUT APPROVAL)*
- ALL MOTOR VEHICLES MUST BE IN COMPLIANCE WITH STATE AND LOCAL LAWS
- READ THE ATTACHED COUNTY ORDINANCES REGARDING PARADES, BLOCK PARTIES AND ROAD CLOSURES
- **SIGN AND SUBMIT YOUR APPLICATION & MAP TO SGT. JOHN LARGENT AT LEAST 14 DAYS PRIOR TO THE PROPOSED EVENT      PHONE: 770-499-4175      FAX: 770-499-4189**

Event Date \_\_\_\_\_ Event Time \_\_: \_\_ Assembly Time \_\_: \_\_ Ending Time \_\_: \_\_

Date of Application \_\_\_\_\_

Assembly Area \_\_\_\_\_

Type and number of participants expected: CARS \_\_\_\_\_ MOTORCYCLES \_\_\_\_\_ PEDESTRIANS \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Recommendation ( ) Approve ( ) Deny  
 Precinct \_\_\_\_ On Duty \_\_\_\_\_ Off Duty \_\_\_\_\_  
 Officer/Unit Assigned \_\_\_\_\_

# Internal Use Only

*As an authorized representative of the above organization, I agree to release, indemnify and hold harmless Cobb County from any liability for personal injury or property damage sustained by any person in connection with the activities for which this permit is issued.*

\_\_\_\_\_  
Signature of Authorized Representative/Date

# **Cobb County Ordinances**

## **DIVISION 1. GENERALLY**

### **Sec. 118-256. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*County* means the unincorporated portions of the county.

*Director of public safety* means the director of the department of public safety of the county.

*Parade* means any parade, march, ceremony, show, exhibition, pageant, or procession of any kind, or any similar display, in or upon any street, park or other public place in the county.

*Parade permit* means a permit as required by this article.

(Ord. of 6-29-76, § 2; Code 1977, § 3-24-71)

Cross references: Definitions generally, § 1-2.

### **Sec. 118-257. Operation of certain motor vehicles and motorcycles in parades.**

(a) Any motor vehicle or motorcycle used in a parade for which a permit under this article is issued shall be in accordance with, and pursuant to the requirements of, all applicable provisions of state law or county ordinance unless the director of public safety shall permit the operation of motor vehicles and motorcycles in a manner that does not meet the requirements of applicable law or ordinance, especially with respect to flashing lights, sirens and safety equipment.

(b) If a parade permit applicant desires to use or operate motor vehicles or motorcycles not meeting the requirements of law or ordinance, he shall include in his parade permit application a detailed statement as to the manner in which any such vehicle or motorcycle would be operated in variance from the requirements of law or ordinance.

(c) If in the determination of the director of public safety such requested use or operation will not endanger the lives, safety or property of parade participants, bystanders or other persons, he may approve such request and such approval shall be noted in the parade permit; provided, however, that the authorization for vehicles and motorcycles to be operated in parades as exceptions to otherwise required provisions of law or ordinance shall extend to only such time as the vehicles and motorcycles shall be actually engaged in the parade and in the return to the marshalling area.

(d) The denial of any request under this section shall be applicable to the board of commissioners in the same manner as provided in section 118-275.

(Ord. of 6-29-76, § 14; Code 1977, § 3-24-83)

### **Sec. 118-258. Public conduct during parades.**

(a) *Interference.* No person shall unreasonably hamper, obstruct or impede, or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

(b) *Driving through parades.* No driver of a vehicle shall drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.

(c) *Parking on parade route.* The director of public safety shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade. The director of public safety shall post signs to such effect, and it shall be



unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this section.

(Ord. of 6-29-76, § 12; Code 1977, § 3-24-81)

Secs. 118-259--118-270. Reserved.

**Sec. 118-271. Required; exceptions.**

No person shall engage in, participate in, aid, form or start any parade consisting of 25 or more persons or five or more vehicles, unless a parade permit shall have been obtained from the director of public safety. However, this article shall not apply to:

- (1) Funeral processions;
- (2) Students going to and from school classes or participating in educational activities, provided such conduct is under the immediate direction and supervision of the proper school personnel;
- (3) A governmental agency acting within the scope of its functions. (Ord. of 6-29-76, § 3; Code 1977, § 3-24-72)

**Sec. 118-272. Application.**

(a) *Filing.* A person seeking issuance of a parade permit shall file an application with the director of public safety on forms provided by such officer.

(b) *Indemnification agreement.* No parade permit shall be issued unless the applicant agrees to release, indemnify and hold harmless the county for and from any liability for personal injuries or property damage sustained by any person in connection with any activities for which a permit under this article would issue.

(c) *Filing period.* An application for a parade permit shall be filed with the director of public safety not less than five days before the date on which it is proposed to conduct the parade.

(d) *Contents.* The application for a parade permit shall set forth the following information:

- (1) The name, address and telephone number of the person seeking to conduct such parade.
- (2) If the parade is proposed to be conducted for, 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.
- (3) The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct.
- (4) The date when the parade is to be conducted.
- (5) The route to be traveled, the starting point and the termination point.
- (6) The approximate number of persons who, and animals and vehicles which, will constitute such parade; the type of animals, and description of the vehicles.
- (7) The hours when such parade will start and terminate.
- (8) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed.
- (9) The location by streets of any assembly areas for such parade.
- (10) The time at which units of the parade will begin to assemble at any such assembly areas.
- (11) The interval of space to be maintained between units of such parade.
- (12) If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the director of public safety a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.



- (13) Any additional information which the director of public safety shall find reasonably necessary to a fair determination as to whether a parade permit should issue. (Ord. of 6-29-76, § 4; Code 1977, § 3-24-73)

**Sec. 118-273. Standards for issuance.**

(a) The director of public safety shall issue a permit as provided for under this division when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- (2) The conduct of the parade will not require the diversion of so great a number of police officers of the county to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the county;
- (3) The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the county other than that to be occupied by the proposed line of march and areas contiguous thereto;
- (4) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- (5) The conduct of such parade will not interfere with the movement of firefighting equipment en route to a fire;
- (6) The conduct of the parade is not reasonably likely to cause injury to persons or property, provoke disorderly conduct or create a disturbance;
- (7) The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays enroute; and
- (8) The applicants for such permit have not violated the terms of any previous parade permit granted to them and have not caused undue traffic congestion and police problems under any previous parade permit.

(b) All signs, traffic studies and detour routes shall meet with the approval of the director of public safety or his designee and/or the county department of transportation director. (Ord. of 6-29-76, § 5; Code 1977, § 3-24-74)

**Sec. 118-274. Rejection of application--Notice.**

The director of public safety shall act upon the application for a parade permit within three days after the filing thereof. If the director of public safety disapproves the application, he shall mail to the applicant, within three days after the date upon which the application was filed, a notice of his action, stating the reasons for his denial of the permit. (Ord. of 6-29-76, § 6; Code 1977, § 3-24-75)

**Sec. 118-275. Same--Appeal.**

Any person aggrieved shall have the right to appeal the denial of a parade permit to the board of commissioners. The appeal shall be filed within five days after notice of denial. (Ord. of 6-29-76, § 7; Code 1977, § 3-24-76)



**Sec. 118-276. Same--Alternate permit.**

The director of public safety, in denying an application for a parade 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 five days after notice of the action of the director of public safety, file a written notice of acceptance with the director of public safety. An alternate parade permit shall conform to the requirements of and shall have the effect of a parade permit under this article.

(Ord. of 6-29-76, § 8; Code 1977, § 3-24-77)

**Sec. 118-277. Contents.**

Each parade permit shall state the following information:

- (1) Starting time.
- (2) Minimum speed.
- (3) Maximum speed.
- (4) Maximum interval of space to be maintained between the units of the parade.
- (5) The portions of the streets to be traversed that may be occupied by the parade.
- (6) The maximum length of the parade in miles or fractions thereof.
- (7) Such other information as the director of public safety shall find necessary to the enforcement of this article.

(Ord. of 6-29-76, § 10; Code 1977, § 3-24-79)

**Sec. 118-278. Duties of permittee.**

(a) A permittee under this article shall comply with all permit directions and conditions and with all applicable laws and ordinances.

(b) The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

(Ord. of 6-29-76, § 11; Code 1977, § 3-24-80)

**Sec. 118-279. Revocation.**

The director of public safety shall have the authority to revoke a parade permit issued under this article upon application of the standards for issuance as set forth in this division.

(Ord. of 6-29-76, § 13; Code 1977, § 3-24-82)

Secs. 118-280--118-300. Reserved.

DIVISION 2. [Road Closure]. PERMIT [Normally for “block parties”]

**Sec. 118-316. Authorized.**

Any person desiring to use a dead-end street, cul-de-sac or other similar portion of the county streets, other than thoroughfares, for purposes of show, exhibition, ceremony, holiday celebration, or other assembly or activity may apply to the director of public safety for issuance of a temporary street closing permit.

(Ord. of 6-29-76, § 2; Code 1977, § 3-24-92)





**Sec. 118-317. Application--Filing; indemnity agreement.**

(a) The person seeking issuance of a temporary street closing permit shall file an application with the director of public safety not less than five days before the date on which the street is to be temporarily closed.

(b) No temporary street closing permit shall be issued unless the applicant agrees to release, indemnify and hold harmless the county for and from any liability for personal injuries or property damage sustained by any person in connection with any activities for which a permit under this article would issue. (Ord. of 6-29-76, § 3; Code 1977, § 3-24-93)

**Sec. 118-318. Same--Contents.**

The application for a temporary street closing permit shall set forth the following information:

- (1) The name, address and telephone number of the applicant.
- (2) If the closed street is to be used for, on behalf of, or by an organization, the name, address and telephone number of the organization, and of the authorized and responsible heads of such organization.
- (3) The name, address and telephone number of the person who shall have direct supervision over, and responsibility for, the activity to be conducted.
- (4) The date and time period when the activity is to be conducted.
- (5) The street or portion thereof which is to be closed. A copy of the subdivision plat or other similar map or diagram showing the street or portion thereof to be closed together with abutting real estate parcels designating the owners thereof shall be attached to the application. Any residence building or other structures located on abutting real estate parcels shall be designated on such plat, map or diagram as to type and number of occupants. **The application shall be accompanied by the written consent of all abutting property owners or their authorized representatives.**
- (6) The approximate number of persons who will participate in such activity.
- (7) Any additional information which the director of public safety shall find reasonably necessary to a fair determination as to whether a permit should issue. (Ord. of 6-29-76, § 4; Code 1977, § 3-24-94)

**Sec. 118-319. Standards for issuance.**

The director of public safety shall issue a permit as provided for under this article when, from a consideration of the application and from such other information as may be otherwise obtained, he finds that:

- (1) The conduct of the proposed activity will not substantially interrupt the safe and orderly movement of traffic, or unduly congest traffic, upon streets adjacent to, or in the area of, the street to be closed, taking into consideration the effect of vehicle parking necessary to accommodate such activity;
- (2) The proposed activity will not require the diversion of so great a number of county police officers to properly police the movement of traffic or parking in the area of such activity as to prevent normal police protection to the county;
- (3) The concentration of persons, animals and vehicles at and surrounding the site of such activity will not interfere with proper fire and police protection of, or ambulance service to, areas contiguous to or in the vicinity of such activity;
- (4) The conduct of the activity is not reasonably likely to cause injury to persons or property, provoke disorderly conduct or create a disturbance;



(5) The applicant has not violated the terms of any previous parade or temporary street closing permit granted to it and has not caused undue traffic congestion or police problems under any such previous permit; and

(6) The applicant has obtained the written consent of all abutting property owners or their authorized representatives.

(Ord. of 6-29-76, § 5; Code 1977, § 3-24-95)

**Sec. 118-320. Denial of application--Notice.**

The director of public safety shall act upon the application for a temporary street closing permit within three days after the filing thereof. If the director of public safety disapproves the application, he shall mail to the applicant within three days after the date upon which the application was filed a notice of his action, stating the reasons for his denial of the permit. (Ord. of 6-29-76, § 6; Code 1977, § 3-24-96)

**Sec. 118-321. Same--Appeal.**

Any person aggrieved shall have the right to appeal the denial of a temporary street closing permit to the board of commissioners. The appeal shall be filed within five days after notice of denial. (Ord. of 6-29-76, § 7; Code 1977, § 3-24-97)

**Sec. 118-322. Same--Alternative permit.**

The director of public safety, in denying an application for a temporary street closing permit, shall be empowered to authorize the conduct of the activity on a date, at a time, or at a location different from that named by the applicant. An applicant desiring to accept an alternative permit shall, within five days after notice of the action of the director of public safety, file a written notice of acceptance with the director of public safety. An alternate temporary street closing permit shall conform to the requirements of, and shall have the effect of, a temporary street closing permit under this article. (Ord. of 6-29-76, § 8; Code 1977, § 3-24-98)

**Sec. 118-323. Contents of permit.**

Each temporary street closing permit shall state the following information:

- (1) Date and time period of the activity.
- (2) The portions of the street temporarily closed.
- (3) The name, address and telephone number of the permittee.
- (4) The name, address and telephone number of the person who shall have direct supervision over and responsibility for the activity to be conducted.
- (5) Such other information as the director of public safety shall find necessary to the enforcement of this article.

(Ord. of 6-29-76, § 10; Code 1977, § 3-24-100)

**Sec. 118-324. Duties of permittee.**

- (a) *Compliance required.* A permittee under this article shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- (b) *Possession of permit.* The person named in the temporary street closing permit as having direct supervision over and responsibility for the activity shall carry the permit issued under this article upon his person during the period for which the permit is issued.
- (c) *Barricade.* The permittee under this article shall cause to be placed at the entrance to any street or portion thereof temporarily closed under this article a barricade restricting access to the closed



area. Such barricade shall be capable of being easily and quickly removed to allow access to the closed area by police, fire or ambulance vehicles. Such barricade shall have posted thereon a notice giving the names, addresses and telephone numbers of the permittee and person having supervision over and responsibility for the conduct of the activity and shall state the date and time period during which the street or portion thereof shall be closed.

(Ord. of 6-29-76, § 11; Code 1977, § 3-24-101)

**Sec. 118-325. Revocation.**

The director of public safety shall have the authority to revoke a permit issued under this article upon application of the standards for issuance as set forth in this division.

(Ord. of 6-29-76, § 13; Code 1977, § 3-24-103)

