



Recreational Street Use Permit Checklist and Application

(City of Lubbock Code of Ordinances, Article 20.10.001-.042)

Checklist for Walk-a-thon, Bike-a-thon, Jog-a-thon, Parade and Block Party

This page is a checklist for applicants, it **does not** need to be submitted with the application

Fees

- Walk-a-thon, Bike-a-thon, Jog-a-thon, Parade** (payment must be included with application)
 - \$75 non-refundable fee
 - \$25 late fee applies if not submitted 10 days prior to event
- Block Parties** (payment must be included with application)
 - \$60 non-refundable fee for Block Party with less than 100 people
 - \$100 non-refundable fee for Block Party with more than 100 people
 - \$25 late fee applies if not submitted 10 days prior to event

Checklist

- Application will not be accepted any earlier than 60 days prior to the event start date
- Please indicate on the application if barricades are needed
- Include with application:
 - A Noise permit application, if amplified sound is marked on this application
 - Map of route showing which intersections need to be blocked
 - Signatures from businesses and/or residences affected (refer to Petition Form pg. 6)
 - Fireworks Disclaimer form needed for all applications (pg. 5)
 - Setup of food trucks/vendors/tents on map and Food Truck Disclaimer (pg. 4)
 - Food trucks must be up-to-date on inspections and have current permits. If they are not, they must contact:
 - Environmental Health at 806-775-2928
 - Fire Prevention at 806-775-2646
 - Tents and/or other membrane structures need to be inspected:
 - A [Tents and Other Membrane Structures Permit Application](#) will need to be submitted to Fire Prevention (Fire Marshal's Office) They can be contacted at 806-775-2646.
 - Provide Security - Private Security or Lubbock Police Department (LPD) for events more than 2 hours and/or events with more than 100 participants
 - One officer needs to be provided for every 100 persons or 25 vehicles attending
 - For private security, written evidence from a state certified security agency is required
 - For LPD contact 806-775-2972 or 806-775-2875

If applicable:

- Contact Parks at 806-775-2673 to reserve park
- Contact TxDOT at 806-745-4411 if your event will use or block a state highway

***Late permit applications for Recreational Street Use and Block Parties will not be accepted within 48 hours of the event. If the event is to be held on a Saturday or Sunday, the complete application and all documentation needed must be received no later than Thursday at 12 noon prior to the event.**



Recreational Street Use Permit Application

(City of Lubbock Code of Ordinances, Article 20.10.001-.042)

For Office Use Only

Permit #

Receipt #

CC Approval #

Total Paid

Type of Event *(Must select one)*

- Bike-a-thon \$75 Jog-a-thon \$75 Block Party - under 100 people \$60
- Parade \$75 Walk-a-thon \$75 Block Party - 100 or more people \$100
- Parade ONLY "I agree to notify all residents and businesses affected by this demonstration of date and time of event." (Barricaded events will need to have petition signed)

List the approximate number of participants attending:

Persons _____
 Animals _____
 Vehicles _____
 Bicycles _____

Additional Information *(Select all that apply)*

- Barricades needed If yes, I've included the location barricades are needed on the map submitted
- Food trucks/vendors present for event If yes, I've signed the Food Truck Disclaimer and Acknowledgement attached
- Alcohol will be served If yes, I've contacted the Fire Marshal's Office for a Temporary Operational Permit
- Tent will be used If yes, I've submitted the necessary application to the Fire Marshal's Office
- Event held in a City Park If yes, I've contacted Parks Dept. **List Name of Park:** _____
- Amplified sound (Includes inflatables) If yes, I've attached a Noise Permit Application
- Fund raising from the public If yes, I've attached a current Charitable Solicitation Permit; or letter from the benefiting organization authorizing the raising of funds for their organization.

APPLICANT'S NAME _____

APPLICANT'S ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

ORGANIZATION'S CONTACT/PHONE _____

EVENT DATE(S) _____

TIME EVENT BEGINS: _____ TIME EVENT ENDS: _____

NAME AND DESCRIPTION OF EVENT _____

PLEASE LIST THE PROPOSED EVENT LOCATION/INTERSECTIONS THAT WILL BE AFFECTED AND ATTACH A MAP SHOWING ROUTE AND BARRICADES

Security for Event

Sec. 20.10.036 Security

Sponsors of parades of more than two (2) hours, or of demonstrations or recreational street uses involving more than one hundred (100) participants shall be required to provide security for such event on the basis of one police officer or private security officer for each 100 persons or 25 vehicles expected to attend. In the event that the sponsors desire to use private security officers, they shall be required to furnish written evidence from a state certified security agency that arrangements have been made to furnish such security officers at the above ratio prior to issuance of a permit. Sponsors may elect to use City police officers for such service upon concurrence of the Chief of Police and payment of such service prior to issuance of a permit.

Must select one below if applicable based on the number of attendees (as per city code listed above):

- Lubbock Police Department Officers will provide security at my event
(Applicant must contact LPD at 806-775-2972 or 806-775-2875)
- Private Security Company will provide security at my event
If selected, include a letter on company letterhead signed by the Security Company which provides the following information:
- a) Date, time, and place of event
 - b) Anticipated number of persons attending
 - c) Number of security officers that they plan to provide (should be 1 per 100 anticipated participants)
 - d) Also state that should participation exceed the estimate, one security officer will be provided for every 100 actual participants

Petition Signatures (Pg. 6)

Signatures will be needed from:

- Residences affected by barricades and/or
- An authorized person for a business who is affected by barricades

I hereby declare that the information given in this application, and all accompanying attachments, is true and correct to the best of my knowledge.

Applicant Signature

Date

FOOD TRUCK DISCLAIMER AND ACKNOWLEDGEMENT

All applicants with participating food trucks and/or temporary food vendors, please read and acknowledge

According to Article 8.16, 8.19, and 14.04 in the City of Lubbock – Code of Ordinances, all mobile food vendors shall comply with all regulations established and enforced by the Environmental Health Department and the Fire Marshal’s Office and maintain compliance with all requirements with regard to permitting. It is unlawful for any person to operate as a food establishment without complying with the City of Lubbock Environmental Health Department Code of Ordinances for food establishment requirements and the Fire Marshal’s Office or the City of Lubbock Code of Ordinances for mobile food vendor requirements.

(Ref. 8.19.006)

Upon the signing of this permit, the responsible party of the permit acknowledges these ordinances and accepts responsibility to prevent violation of these ordinances within the scope of this permit. Food trucks must have current permits with the City of Lubbock Environmental Health Department and Fire Marshal’s Office, otherwise violation may result in citations being issued to the mobile food unit/temporary food vendors and applicant.

Signature

Attention All Block, Noise, & Parade Permit Holders:

According to Article 10.08 in the City of Lubbock – Code of Ordinances, as well as the Occupations Code of Texas 2154, it is against the law to sell, use, or possess fireworks inside the city limits. Furthermore, fines punishable up to \$1000.00 may be issued and all fireworks may be cause to seizure.

Upon the signing of this permit, the responsible party on the permit acknowledges this ordinance and accepts responsibility to prevent violation of this ordinance within the scope of this permit. Violation may result in citations being issued and/or seizure of fireworks.

Signature

PETITION FOR RECREATIONAL STREET USE PERMIT

Please gather all signatures for businesses and residences that will be blocked by barricades for the event.

If vacant, please note address and check vacant. If property occupant is unavailable, please attempt to contact at least three times and so note the date/time attempted by address in the appropriate boxes. (Copy form as needed)

Event Date: _____ **Event Times:** _____

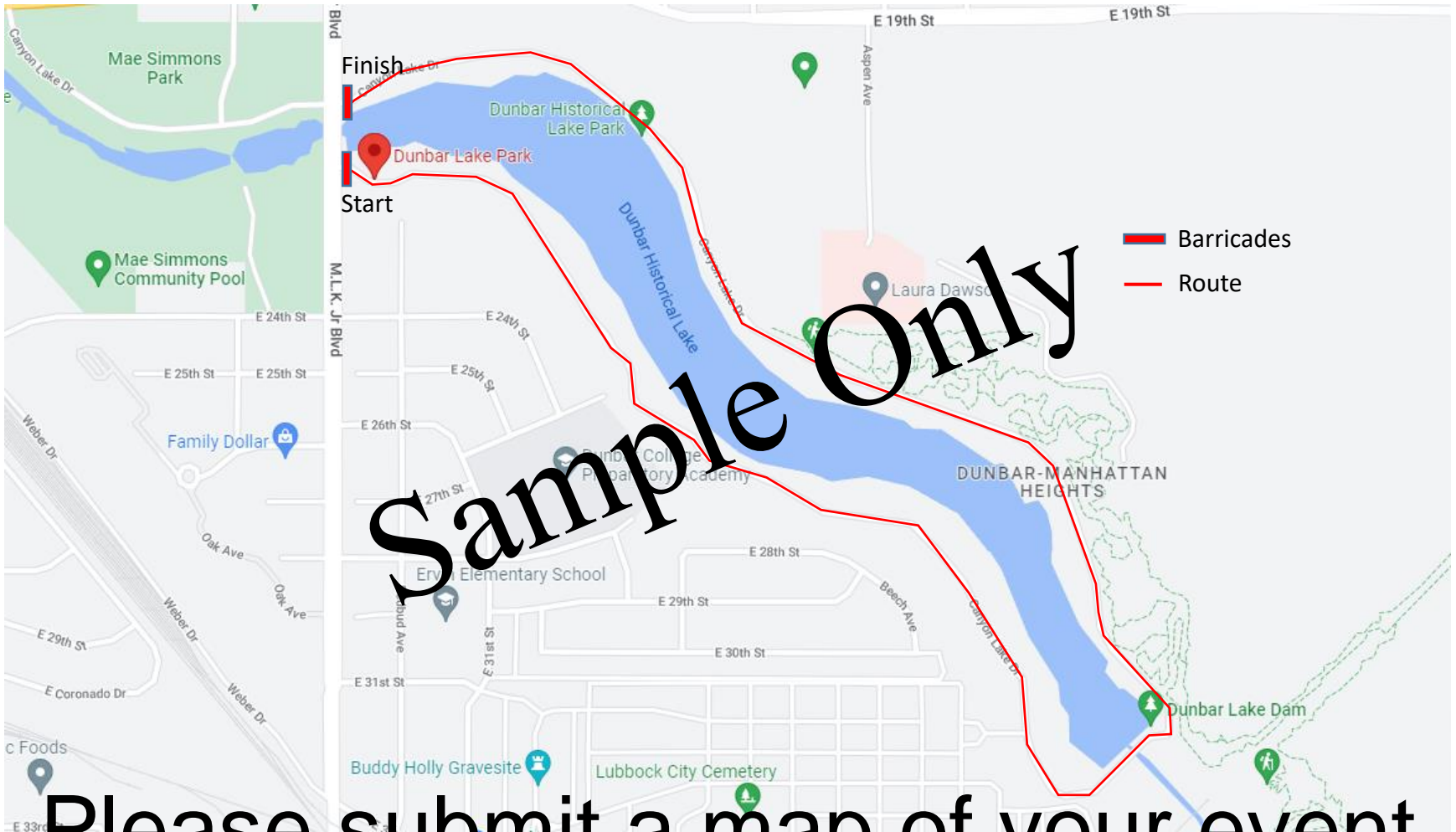
Event Description: _____

(Please list date and time)

NAME	SIGNATURE	ADDRESS	PHONE	VACANT	APPROVE	DISAPPROVE	ATTEMPT 1	ATTEMPT 2	ATTEMPT 3

As applicant, I hereby verify that all residents/businesses have been contacted or attempts have been made to contact within the requested barricaded area.

Applicant signature



Please submit a map of your event and mark barricades if applicable

Barricade Rental Fee Associated with recreational Street Use Permit

Number of Street Closures (per location)	Number of Barricades provided	Fee
1	2	\$ 25.00
2	4	\$ 25.00
3	6	\$ 40.00
4	8	\$ 55.00
5	10	\$ 70.00
6	12	\$ 85.00
7	14	\$ 100.00
8	16	\$ 115.00
9	18	\$ 130.00
10	20	\$ 145.00
11	22	\$ 160.00
12	24	\$ 175.00
13	26	\$ 190.00
14	28	\$ 200.00
15	30	\$ 200.00
16	32	\$ 200.00
17	34	\$ 200.00
18	36	\$ 200.00
19	38	\$ 200.00
20	40	\$ 200.00
21	42	\$ 200.00
22	44	\$ 200.00
23	46	\$ 200.00
24	48	\$ 200.00
25	50	\$ 200.00
26	52	\$ 200.00
27	54	\$ 200.00
28	56	\$ 200.00
29	58	\$ 200.00
30	60	\$ 200.00
31	62	\$ 200.00
32	64	\$ 200.00
33	66	\$ 200.00
34	68	\$ 200.00
35	70	\$ 200.00

**LATE APPLICATION AFFIDAVIT
RECREATIONAL STREET USE PERMITS**

City of Lubbock Code of Ordinances, **Sec. 20.10.034, Application** states “The application must be made...not less than ten (10) nor more than sixty (60) days before the proposed date of the parade, demonstration or recreational street use...”

Sec. 20.10.040, Late applications states “In an emergency and for good cause...a person or organization may file an application less than ten (10) days before the proposed date... Good cause shall be deemed to be satisfied by a notarized statement that the failure to timely file was due to a cause beyond the knowledge or control of the application, which cause shall be stated in such statement.”

I hereby make late application for a permit for (state type of permit):

State reason(s) for late application:

Signature

SWORN TO AND SUBSCRIBED Before me this, the _____ day of _____, 20____.

Notary Public for the State of Texas



I, _____, authorize the Office of the
City Secretary to charge my _____ card for
\$ _____, via the card information listed below:

CREDIT CARD NUMBER	
CREDIT CARD TYPE (Visa or Master Card)	
AUTHORIZATION CODE (3-digit number on back of card)	
EXPIRATION DATE (MM/YY)	
CARDHOLDER ADDRESS (Street, City, State and Zip)	
CARDHOLDER SIGNATURE	

City of Lubbock
Office of the City Secretary
PO Box 2000
Lubbock, TX 79457

(806) 775-2061

CHAPTER 20 TRAFFIC

ARTICLE 20.10 PARADES, DEMONSTRATIONS AND RECREATIONAL STREET USE*

ARTICLE 20.10 PARADES, DEMONSTRATIONS AND RECREATIONAL STREET USE*

Division 1. Generally

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Sec. 20.10.001 Violation of terms of permit–Permittee

A person to whom a permit has been issued who intentionally violates the terms of the permit shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-309; Ordinance 8338, sec. 1(1), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 1. Generally

Sec. 20.10.002 Same–Participant in parade, etc.

A person participating in a parade, demonstration or recreational street use for which a permit has been issued who intentionally violates the terms of the permit shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-310; Ordinance 8338, sec. 1(m), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 1. Generally

Secs. 20.10.003–20.10.030 Reserved

ARTICLE 20.10 PARADES, DEMONSTRATIONS AND RECREATIONAL STREET USE*

Division 2. Permit

Division 2. Permit

Sec. 20.10.031 Required

A person or organization promoting or sponsoring a parade, demonstration or recreational street use involving the proposed use of a public street without compliance with normal or usual traffic controls shall apply for and obtain a permit for such activity from the city secretary’s office. (1959 Code, sec. 18-3; Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-322; Ordinance 8338, sec. 1(b), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.032 Failure to obtain

A person who promotes or sponsors a parade, demonstration or recreational street use that involves the use of a public street or alley, which parade, demonstration or recreational street use occurs without a permit having been issued by the city, shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-307; Ordinance 8338, sec. 1(k), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.033 Participant in violation when no permit issued

A person who participates in a parade, demonstration or recreational street use on a public street or alley when no permit for such activity has been issued, and said person has knowledge of that fact, shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-308; Ordinance 8338, sec. 1(m), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.034 Application

The application must be made on a form provided by the office of the city secretary and must be filed with the city secretary not less than twenty (20) nor more than sixty (60) days before the proposed date of the parade, demonstration or recreational street use, and must:

- (1) If the applicant is an individual, contain the name, address, telephone number, and if existing, email address, of the applicant;
- (2) If the applicant is an organization, contain the name, address, telephone number, and, if existing, email address, of the organization and the person acting for the organization and responsible for the parade, demonstration or recreational street use;
- (3) Indicate the proposed date of the parade, demonstration or recreational street use and the time of beginning and the approximate time that it will end;
- (4) If the application is for a parade, demonstration, and/or recreational street use, indicate the nature of the street use, the public street or streets to be affected, and, if applicable, the starting point, route and termination point, with map included;
- (5) Indicate the approximate number of persons and the kinds and approximate number of animals or vehicles expected to participate; and
- (6) Be signed by the applicant or by the person named as acting for an applicant organization for the purposes of working out details affecting traffic and pedestrian safety; and
- (7) Any other additional information concerning the application as may be deemed necessary at the request of the city manager.

(Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-323; Ordinance 8338, sec. 1(c), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.035 Routing

If the application is for a parade or demonstration, the route shall be so planned as to not pass through intersections with a traffic volume of more than thirty thousand (30,000) vehicles per day during the hours of 7:30 a.m. to 9:00 a.m., 12:00 noon to 1:00 p.m. or 4:30 p.m. to 6:00 p.m. on weekdays. A current listing of such intersections shall be kept on hand at the office of the city secretary and any applicant shall be notified immediately if his proposed route conflicts with this requirement. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-324; Ordinance 8338, sec. 1(e), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.036 Security

Sponsors of parades of more than two (2) hours, or of demonstrations or recreational street uses involving more than one hundred (100) participants, shall be required to provide security for such event upon the basis of one police officer or private security officer for each one hundred (100) persons or twenty-five (25) vehicles expected to attend. In the event that the sponsors desire to use private security officers, they shall be required to furnish written evidence from a state-certified security agency that arrangements have been made to furnish such security officers at the above ratio prior to issuance of a permit. Sponsors may elect to use city police officers for such service upon concurrence of the chief of police and payment for such service prior to issuance of a permit. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-325; Ordinance 8338, sec. 1(d), adopted 7/8/1982; Ordinance 10120, sec. 1, adopted 11/19/1998; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.037 Fee; costs of security

Fees for permits shall be set annually in the city's budget ordinance. Fees are nonrefundable and shall be tendered with each application for a permit for a parade, demonstration or recreational street use. The parade, demonstration, or recreational street use sponsors or organizers shall additionally be required to present written evidence that certified private security officers will be in attendance or to pay for the cost of security coverage by city police officers, which shall be the off-duty pay rate for a Lubbock Police Department patrolman for the number of hours such officer(s) shall be required. Such security shall be provided in accordance with the ratio specified in [section 20.10.036](#). (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-326; Ordinance 8338, sec. 1(f), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.038 Issuance

The city secretary shall consider each application individually and shall issue a permit to an applicant whose application complies with [sections 20.10.031](#) and [20.10.034](#) through [20.10.037](#) of this article. (Ordinance 8160, sec. 1, adopted

Division 2. Permit

Sec. 20.10.039 Amendment of application

Up to five (5) days prior to the event, the applicant may amend the application and the city secretary shall make a decision on the application as amended within two (2) working days after the date of the amendment. Additional fees will apply if an application is amended. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-327; Ordinance 8338, sec. 1(g), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.040 Late application

In an emergency and for good cause stated in the application, a person or organization may file an application less than twenty (20) days before the proposed date of the parade, demonstration or recreational street use. A non-refundable late fee will apply and will be tendered with the application. Good cause shall be deemed to be satisfied by a notarized statement that the failure to timely file was due to a cause beyond the knowledge or control of the applicant, which cause shall be stated in such statement. Except for the time of filing, late applications must meet all requirements of [sections 20.10.031](#) and [20.10.034](#) through [20.10.037](#). (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-329; Ordinance 8338, sec. 1(i), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.041 Grounds for denial

The city secretary may deny a permit under this article only under the following circumstances:

- (1) The applicant has failed to supply the information required in [section 20.10.034](#) of this article, or, if applicable, the statement required by [section 20.10.036](#) of this article;
- (2) The applicant refuses to amend the route or time so as to comply with the provisions of [section 20.10.035](#) of this article;
- (3) The applicant has not paid the permit fee required by [section 20.10.037](#) of this article; or
- (4) There is another parade, demonstration or recreational street use already scheduled for the same time and place.

(Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-328; Ordinance 8338, sec. 1(h), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)

Division 2. Permit

Sec. 20.10.042 Appeal of denial

An applicant who is denied a permit may appeal such denial, in writing, within five (5) days from date of denial, to the permit and license appeal board of the city for hearing in accordance with provisions of [article 2.03, division 3](#), of this code, except that in the case of appeals pursuant to this section, the permit and license appeal board shall hear such appeal as soon as possible and within not more than seven (7) working days of notification to the office of the city secretary. Further, a decision in said matter shall be made by the permit and license appeal board within twenty-four (24) hours of the close of said appeal hearing. The city agrees to expedite judicial determination of the matter in the event the applicant is dissatisfied with the decision of the permit and license appeal board. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-330; Ordinance 8338, sec. 1(j), adopted 7/8/1982; Ordinance 2012-O0032, sec. 1, adopted 4/10/2012)