



**Chesterfield County, Virginia
Police Department**



**PARADES, PROCESSIONS AND RACES
INSTRUCTIONS**

The following procedure should be followed for acquiring a parade, procession or race permit:

- You must obtain the proper application from the police department and answer those questions that apply.
- Return the completed application, a map of the proposed route, and a filing fee of \$ 10.00, check, or money order made payable to Treasurer of Chesterfield County, and 60 days prior to the event. This fee is not refundable if the application is denied.
- Parade requests received after the 60-day requirement may not be processed.
- Upon review from the Chief of Police, he or his designee will notify you in writing as to the disposition of the permit.
- There is no limit to the number of times you may obtain the permit; however, the procedures and fees are the same for each permit.
- Written request must also be sent to Resident Engineer, Virginia Department of Transportation, Chesterfield Residency, 3301 Speaks Drive, Midlothian, VA 23112-3335, detailing parade route and any specific requests.
- Permits will be processed on a first-come, first-served basis in regards to manpower allocation.
- Your permit will not be processed until written approval from VDOT has been received.
- Traffic officers assigned to the event have authority to cancel the parade, procession or race if VDOT safety requirements are not met.
- The permit is good for one (1) event. It will automatically expire upon the completion of the parade/procession/race.

Return Address:

**Chesterfield County Police Department
Parade Request
P.O. Box 148
Chesterfield, VA 23832-0040**