

Mayor
Jack Louws

CITY OF LYNDEN



Council Members:
Doug Adelstein
Gary Bode
Dave Burns
Ron De Valois
Tobey Gelder
Gerald Kuiken
Nick H. Laninga

323 Front Street
Lynden, Washington 98264
(360) 354-4270
FAX (360) 354-2027
WEBSITE: www.lyndenwa.org

City Administrator
Bill Verwolf

SPECIAL EVENT/PARADE PERMIT INSTRUCTIONS IN ACCORDANCE WITH LYNDEN MUNICIPAL CODE 9.32

1. The application may be obtained at the Court Clerks office. The applicant must return the completed form, with proof of insurance, to the Court Clerks office 60 days prior to the event/parade.
2. Upon its return, the application will be logged in by the Court Clerks who will then assign a permit number and attach the insurance certificate. A copy will be made of the packet (application and insurance), and the originals will be forwarded to the required department heads (Chief of Police, Fire Chief and any additional departments if needed).
3. The department heads will review the packet, provide their comments and/or requirements on page 2, sign where noted on page 2, and return the packet to the Court Clerks.
4. If there are no requirements listed on the returned packet, the Court Clerks will forward it to the City Administrator who will review the request and make a final decision to approve or deny. The City Administrator will then return the original to the Court Clerks. The Court Clerks will then make a copy of the completed packet (application and insurance) and forward it to the applicant. The Court Clerks will file the originals.
5. If the department heads have listed additional requirements on page 2 of the packet, the Court Clerks will replace their copy of the original packet with a copy of the current original packet containing the requirements, and return the original to the applicant for completion of the requirements. Once the applicant has completed the requirements, he/she will show proof of such completion to the relative department heads, obtain the department head's signature on page 3, and return the signed original packet to the Court Clerks. The Court Clerks will then forward the completed original packet to the City Administrator who will review the packet and make a decision to approve or deny the application.

6. The City Administrator will return the original packet, with his decision, to the Court Clerks who will, in turn notify the applicant of the decision and provide the applicant, and all Department Heads involved, with a *copy* of the final, signed original. The Court Clerks will retain the final original for their files.

NOTE: *The Court Clerks will, at all times, maintain a running record of the dates, status and location of the packets as they go through this process.*