

LANCASTER TOWNSHIP BOARD OF SUPERVISORS
1240 MAPLE AVENUE, LANCASTER, PENNSYLVANIA 17603
Phone (717) 291-1213 | Fax (717) 291-6818 | www.twp.lancaster.pa.us

Assemblage/Procession Permit - Policies & Procedures

Policies:

1. A permit is required when streets in Lancaster Township are used for assemblages and/or processions. It is unlawful to conduct an assemblage/procession without first obtaining a permit from Lancaster Township.
2. When a township street is being used, an application must be submitted **at least two weeks in advance** of the event to allow for processing. A **minimum of three weeks** is necessary when state roads are involved.
3. Police officers and fire police shall have the authority to direct traffic involved with the permit issuance. The Public Works Department shall have the authority to erect barricades.

Application procedures:

1. Application shall be made to Lancaster Township for any assemblage or procession a minimum of two weeks in advance of the event. A minimum of three weeks when a state road is involved.
2. Applicant(s) shall complete all information on the application for permit including:
 - Name of applicant and/or business
 - Address and phone number
 - Purpose of event
 - Start date and times
 - Finish date and times
 - Rain date and times
 - Affected streets/route to be taken (include map outlining route if available)
3. An **Insurance Waiver Release** form must be completed.
4. Upon receipt of the completed application and the Waiver Release, the Township Manager, in consultation with the Township Fire Police, the Public Works Department and the Police, shall accept or deny the request. Each decision shall be determined case-by-case with each application decided on the basis of its own merits and requirements.
5. Upon receipt of satisfactory comments from township officials, a completed permit will be signed and forwarded to the applicant. Copies of the permit will also be forwarded to the Fire Police, Public Works Superintendent, Police, and others as deemed necessary.
6. Surrounding streets will be kept passable for all traffic especially emergency vehicles. If it is determined that barricades are necessary, the applicant should contact the township Public Works Superintendent at 293-1733 and arrange for the loan of barricades. If none are available, applicant must secure barricades from another source.