



CITY OF GUYMON

TRAFFIC CONTROL & PARADE REQUEST FORM

Date _____

Name _____

Address _____

Phone # _____

Event Date(s) _____

Type of Request: Traffic Parade Other _____

Requested Action: Stop Sign Yield Sign Other _____

Location _____

Reason for Request _____

FOR OFFICE USE ONLY:

City Manager: _____

Disposition: _____

Public Works Director: _____

Police Chief: _____

Street Department Supervisor: _____

Recommendation: _____

Response to Customer by: _____

Mail to: City of Guymon, 424 N Main. Guymon, OK 73942

Fax to : 580-338-0478

Email: sheila.martin@guymonok.org

TO BE SUBMITTED WITH REQUEST:

Map of parade route

Map of requested Detour (if applicable)

List of public spaces/properties that you will occupy

List of private spaces/properties that you will occupy

*Must have written permission for private property

Please answer if applicable:

1 How many people are you expecting? _____

2 How many vehicles are you expecting? _____

City of Guymon:

Permit Process:

1. Complete Traffic Control Request;
2. Goes to Streets Supervisor;
3. Goes to Police Chief & City Manager for Approval

County Commissioners are the Parking Lot Owners:

1. Need to call the County Clerk Wendy Johnson (580.338.3233) to get on their agenda to get permission to use the parking lot. Wendy knows the permitting process to get their permission.
2. Commissioners meet at least once a month on Mondays at 10:00am on the 2nd floor of the County Courthouse, sometimes more than once, so this needs to be done very soon.

BOARD OF COUNTY COMMISSIONERS TEXAS
EX REL MEMORIAL HOSP OF TEXAS CO
319 N MAIN
GUYMON OK 73942

State of Oklahoma

If the parade route includes any State highway, (US Hwy 54, US Hwy 64, US Hwy 412, US Hwy 3) you will also need permission from the Oklahoma State Department of Transportation. The contact there is Justin Jordan, Division 6 Traffic Manager, Oklahoma Department of Transportation Division 6, PO Box 190, Buffalo, OK 73834, phone number 580.735.2561, fax number 580.735.2248. They need a letter on the requesting party letterhead and accompanied by a parade route and proposed detours.

This process takes at least 30 days from start to finish, this from what the Chamber of Commerce has to do for their Pioneer Days Parade.