



CITY OF WACO

## CITY OF WACO EVENT / PARADE NOTIFICATION AFFIDAVIT

**City of Waco Ordinance 13-487. - Notification Requirements.**

- (a) **No later than fifteen (15) days before the special event or parade**, the applicant shall provide written notice, at applicant's expense, to all owners of property, as shown by the current tax roll, along all the block faces of the special event or parade. Notice shall also be sent to the outdoor events manager. Notice shall include the special event or parade hours, location or route, date, and street closures. Notice may be provided by U.S. mail, electronic mail, or door hangers.
- (b) **The applicant shall file an affidavit with the outdoor events manager within ten (10) days of the event showing that notice has been provided as required above.** Submittal of the affidavit to the outdoor events manager shall be proof of notification required in this article, and the outdoor events manager shall not be responsible for verifying the information submitted by the applicant.
- (c) At the request of the outdoor events manager, any questions or concerns from residents, business or property owners shall be addressed by the applicant prior to issuance of a permit.

State of Texas, County of McLennan

My legal name is \_\_\_\_\_, and I am representing \_\_\_\_\_.

I am presently \_\_\_\_\_ years old and my current place of residence is \_\_\_\_\_.

\_\_\_\_\_ (Applicant / Event Organizer) has notified all owners of property, as shown by the current tax roll, along all the block faces of the special event or parade that is set to take place on \_\_\_\_\_ (Date).

I hereby state this information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant has not been omitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Notary

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acknowledged/Attest