

RECEIVED
JUL 2 5 2025

City of Lee's Summit Development Center

Special Event Permit Application Form

PERMIT NUMBER:	RECEIPT NUMBER:		
SPECIAL EVENT: Green Street Grand	Opening Events		
	een Street Lee's Summit MO 64063		
	ZONING OF PROPERTY: CBD		
	PHONE: 816-969-1010		
CONTACT PERSON: Christal Weber	FAX: <u>n/a</u>		
ADDRESS: 220 SE Green St	CITY/STATE/ZIP: Lee's Summit, MO 64063		
EMAIL: administration@cityofls.net			
PROPERTY OWNER: City of Lee's Sumr	nit PHONE: 816-969-1010		
CONTACT PERSON: Christal Weber	FAX: <u>n/a</u>		
ADDRESS: 220 SE Green St	CITY/STATE/ZIP: Lee's Summit, MO 64063		
PROPERTY OWNER	APPLICANT		
Print name: Christal Weber	Christal Weber		
Administrative Notes (do not write below this lin	ne)		
Approved Development Services Departme	nt		



Special Event Permit Checklist

*A Completed Checklist Must Be Submitted With Each Special Event Permit Application

Submittal Requirements	Yes	No
Completed Special Events Application	✓	
Ownership signature/permission	✓	
Filing fee – See Schedule of Fees and Charges for applicable fee		
Checklist for Special Event Application	✓	

* Applications missing any required item above will be deemed incomplete.

Table 1. General Application Requirements				
UDO Article 11., Sec. 11.060	Ordinance Requirement		Not Met	N/A
A .Application Required.	A Special Event Application shall be submitted for any Special Event requiring a Special Event Permit, as outlined above under "Permit Required."	✓		
B. Application Deadline	A complete application shall be submitted at least 20 calendar days prior to the requested start date of a Special Event. The Director shall have the authority to waive the application deadline.	/		
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14	✓		
C.1. Name of Event	Name and/or brief description of the event.			
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.			
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee			
C.4. Narrative	A written narrative, fully describing the proposed event, including: 7. Location 8. Hours of operation 9. Anticipated attendance 10. Buildings or structures to be used in conjunction with the event 11. Proposed signs or attention attracting devices 12. Public streets to be used, if any	✓		
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.			
C.6. Site Plan	A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.			



Special Event Permit Checklist

*A Completed Checklist Must Be Submitted With Each Special Event Permit Application

Met	Not Met	N/A	
\Box			1. Applicant – Name, Address and Telephone Number
abla			2. Property Owner – Name, Address and Telephone Number
\square			 Written approval from the property owner agreeing to the proposed event
abla			4. Description of the site on which the proposed event is to be held
\square			5. Date(s) of the proposed event
♥			 a narrative written description of the proposed event, to include: the hours of operation, anticipated attendance,
Ø			 any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event, 7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
\square			8. Location and number of proposed temporary public toilets
abla			 Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
		\square	10. Proof of liability insurance at time of application
		abla	11. Electrical Plan shall be approved by the Code Official

Green Street Grand Opening

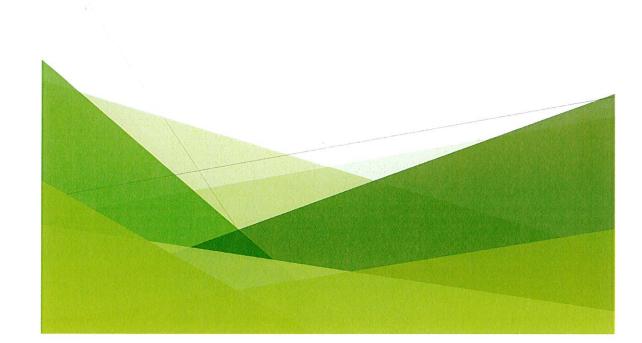
August 15-17, 2025

Thursday, August 14th, 2025

- Preview Celebration
- Green Street Market (Indoor Event)
- 4:00pm-7:00pm
- Invitation Only-200 attendees
- Logistics
- Room Set Up
- 10 High Top Tables with Tablecloths (Rented)
- 10 Round Tables with Tablecloths and Chairs (Rented Tablecloths)
- Food and Beverage
- Chef Aristo's Set Up Between 2:00pm-4:00pm
- Embrace the Grape Set Up Between 2:00pm-4:00pm

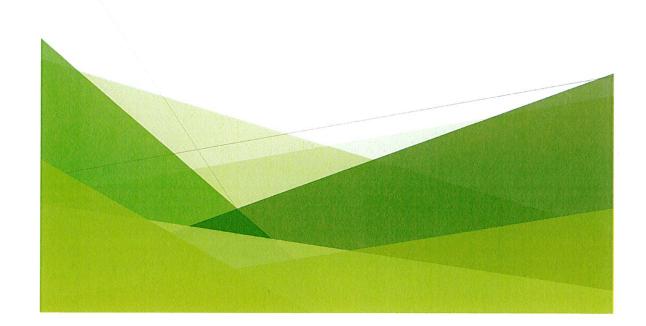
Friday, August 15, 2025

- Creative Services Room Setup 9-11a-Market
- 4:30pm State of the City Begins
- Media Tours-Green Street Market, Lawn, and Grove
- SOC Final Setup-Green Street Market
- State of the City-Market
- 4:00pm-4:30pm Arrival of Guests (350 attendees max in Market)
- 5:30pm 6:00pm Move from Building to Ribbon Cutting
- Ribbon Cuttings
- 6pm Lawn and Grove
- 400 attendees
- (Market Bldg Closed EXCEPT restrooms and lobby for cleanup)
- 1000 attendees
- 6:30pm-10:00pm
- Live Music
- Food Trucks
- Betty Raes Smoke N. Soeul
- Chef Aristo
- KC Cocktail Company
- Market open for "tours and restrooms"



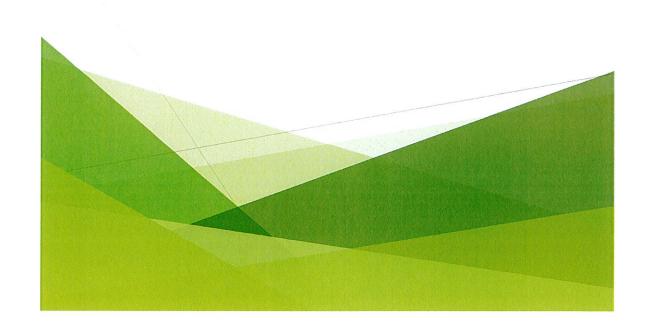
Saturday, August 16, 2025

- Family Fun Day
- Attendees-1000+ over time period
- Farmer's Market-Market, Grove, and Lawn
- 6am Vendor Load In
- 8:00am-12:00pm
- Programmed Activities
- Market=Vendors
- Grove=4 Tents for activities
- Food Trucks
- Regusa Italian
- Chef Aristo
- Meltbox
- 12-2 Market Load Out & Bldg Reset



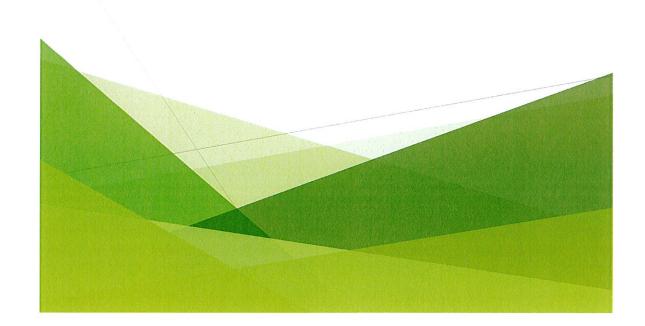
Saturday, August 16, 2025

- Outdoor Activities
- 12:00pm-10pm
- Live Music
- Street Performers
- Tents-Grove (busker support tent, live artist, and 2 for shade)
- Food Trucks
- Chef Aristo
- Levante Tacos
- Xaboo Mephaa
- GoChew Burgers
- Meltbox
- Diametric Brewing
- Inside Activities-Market
- 3:00pm-6:00pm
- Children's Movies
- Maker Space for Children's Crafts
- Soft Play for Littles
- Inflatable Safety House Lee's Summit Fire Department
- Viva La Tinta Stamp Printing
- Inside Activities-Market
- Clean up 6-10pm
- Bldg closes at 6pm for cleanup EXCEPT lobby and restrooms.



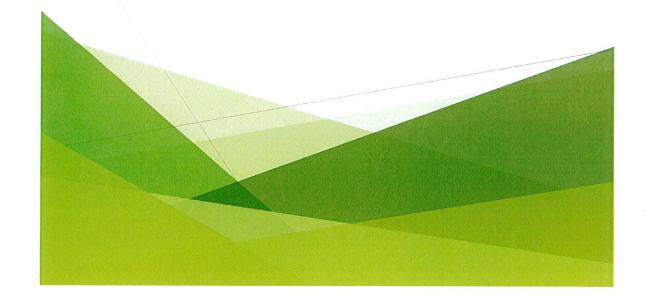
Sunday, August 17, 2025 Health and Wellness Community Day

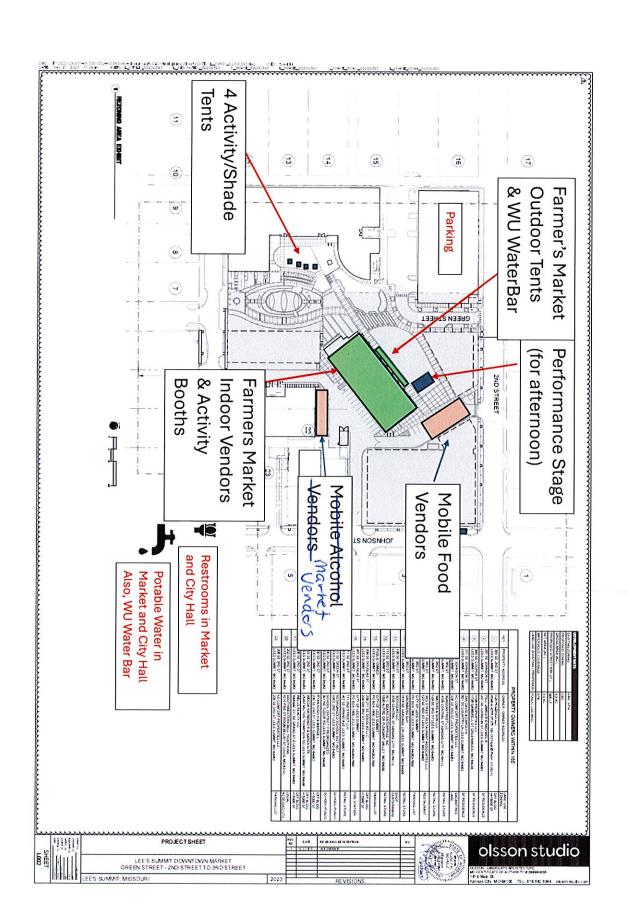
- Attendees 300 over day
- Outside Activities-Lawn and Grove
- 9:00am-12:00pm
- Megan's Yoga Tribe Lawn
- Stroller Walk for Families
- Dog Walk
- JCPH Mobile Unit
- ReDiscover Mobile Unit
- Lawn Games
- 1pm-4om
- Parks and Rec Lawn Games
- Inside Activities-Market
- Fitness Boot Camp- 9:00am-12:00pm
- Cooking Demonstrations 11:00am-12:00pm
- Health and Wellness Fair 9:00am-12:00pm
- Flip Space (Bldg closed from noon-1pm EXCEPT lobby and restrooms)
- Lee's Summit Parks and Recreation 1pm-4:00pm
- Games & Activities
- Bldg closes at 4p,

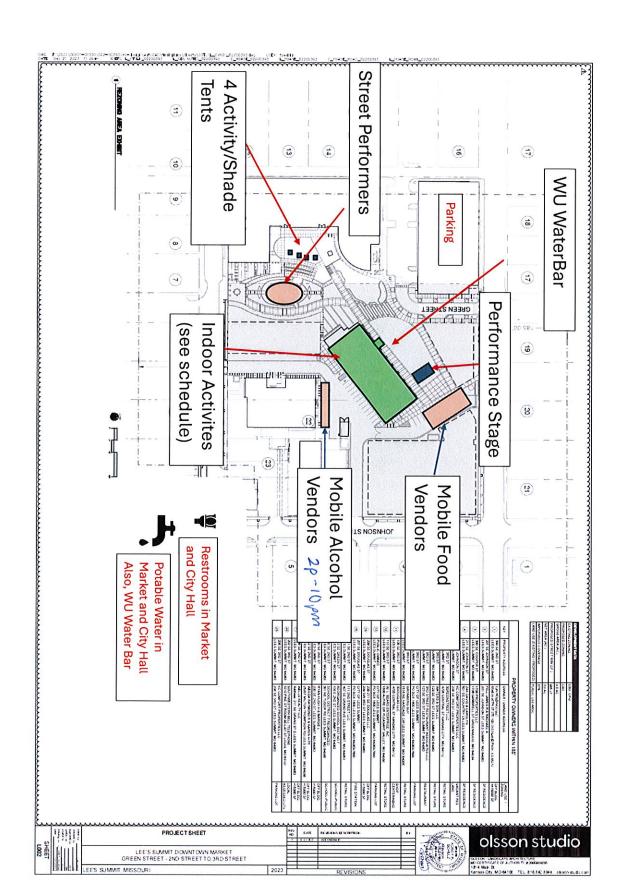


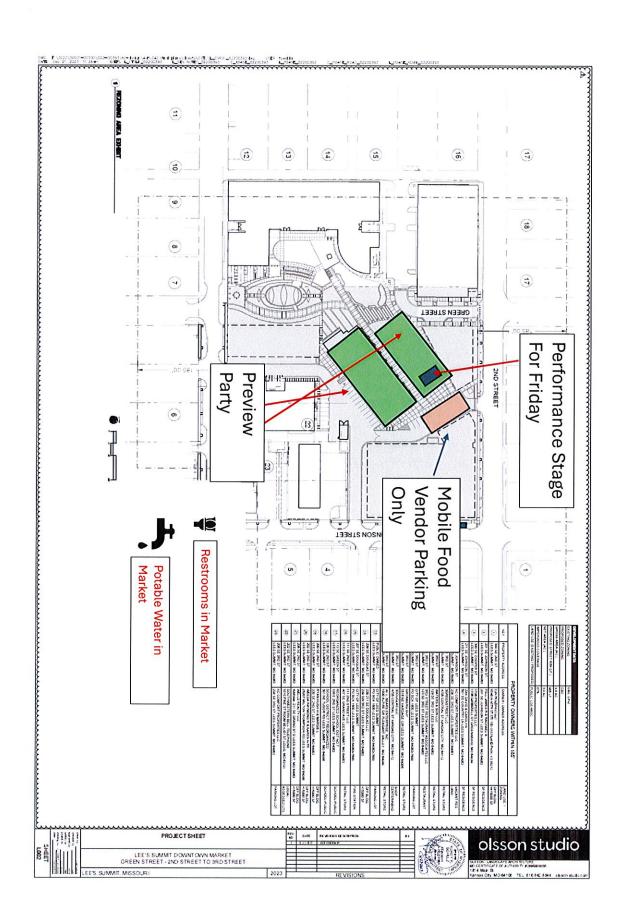
The standards set forth in UDO Article 6, Division 1 have been satisfied.

Under Section 6.1540 above, this event is exempt from needing a special event permit; HOWEVER, to address an unanticipated set of facts in the ordinance regarding Mobile Food Vendor permits, an event wide permit application is being filed.









Friday
4pm-10pm
(See
Schedule)

