

# LS LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

PERMIT NUMBER: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

SPECIAL EVENT: Special Olympics Missouri Plane Pull & Block Party

Athletic Event       Mobile Food Vendor       Event Signage       Other

EVENT DATE(S): September 6, 2025      EVENT TIME(S): 10am to 3pm

EVENT LOCATION/ADDRESS: Kansas City/Lee's Summit Regional Airport

2740 NE Hagan Rd., Lee's Summit, MO 64064      ZONING OF PROPERTY: AZ Airport Zone

APPLICANT: Special Olympics Missouri      PHONE: 816-535-9990

CONTACT PERSON: Christina McDonough Hunt      FAX: \_\_\_\_\_

ADDRESS: 9237 Ward Pkwy, Suite 305      CITY/STATE/ZIP: Kansas City, MO 64114

EMAIL: hunt@somo.org

PROPERTY OWNER: City of Lee's Summit      PHONE: 816-961-1800

CONTACT PERSON: Joel Arrington      FAX: \_\_\_\_\_

ADDRESS: 2751 NE Douglas Rd.      CITY/STATE/ZIP: Lee's Summit, MO 64064

Mark Dunning  
PROPERTY OWNER

CAF  
APPLICANT

Print name: Mark Dunning  
**Approved as to Form:**

Christina McDonough Hunt

Administrative Notes (do not write below this line)  
Office of the City Attorney



Julie Fouke Arami  
CITY CLERK

Approved Development Services Department



## Special Event Permit Checklist

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

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Written approval from the property owner agreeing to the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Description of the site on which the proposed event is to be held
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Date(s) of the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. a narrative written description of the proposed event, to include: <ul style="list-style-type: none"> <li>• the hours of operation,</li> <li>• anticipated attendance,</li> <li>• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proof of liability insurance at time of application
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official



## 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	Met	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: <ul style="list-style-type: none"> <li>7. Location</li> <li>8. Hours of operation</li> <li>9. Anticipated attendance</li> <li>10. Buildings or structures to be used in conjunction with the event</li> <li>11. Proposed signs or attention attracting devices</li> <li>12. Public streets to be used, if any</li> </ul>			
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.			

The Plane Pull and Block Party is an event hosted by Special Olympics Missouri and co-hosted by Kansas City Police Department and Lee's Summit Police Department.

The event will take place on September 6, 2025, at the Kansas City-Lee's Summit Regional Airport, 2750 NE Hagan Rd., Lee's Summit, MO 64064.

The event will begin at 10am and end at 3pm. We anticipate about 1,000 people in attendance. We will hang a banner on the fence at Douglas and Colbern to advertise.



- Restrooms
- Vendors
- Port A Potties
- Trash
- Recycle

# IMPORTANT #'S

Joel Arrington:  
816-520-0168

Christina McDonough Hunt  
913-636-0881

Amanda Geno (LSPD)  
314-724-0957

Josh Gasper (KCPD)  
816-728-9288

Brad Lynn (KCPD)  
816-609-1647

LS Airport  
816-969-1186

Emergency:  
911

First Aid:  
816-969-1186

Parking Address:  
402 NE Leinweber Rd.

