

# LS LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

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

SPECIAL EVENT: Boo's Barks + Badges

Athletic Event       Mobile Food Vendor       Event Signage       Other

EVENT DATE(S): Saturday October 25, 2025 EVENT TIME(S): 8AM to 1pm

EVENT LOCATION/ADDRESS: Start at Green Street, West on 3rd to NE Main St.

NE main street will be closed between 2nd + 3rd street ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: L SPD PHONE: 816-969-1708

CONTACT PERSON: PO A. Geno #0812 FAX: \_\_\_\_\_

ADDRESS: #10 NE Tudor Rd CITY/STATE/ZIP: LS, MO 64086

EMAIL: Amanda.geno@cityofls.net

PROPERTY OWNER: City of LS PHONE: 816-969-1200

CONTACT PERSON: \_\_\_\_\_ ~~FAX:~~ \_\_\_\_\_

ADDRESS: 220 SE Green St CITY/STATE/ZIP: LS, MO 64063

\_\_\_\_\_  
PROPERTY OWNER

PO A Geno #0812  
APPLICANT

Print name: \_\_\_\_\_

**Administrative Notes (do not write below this line)**

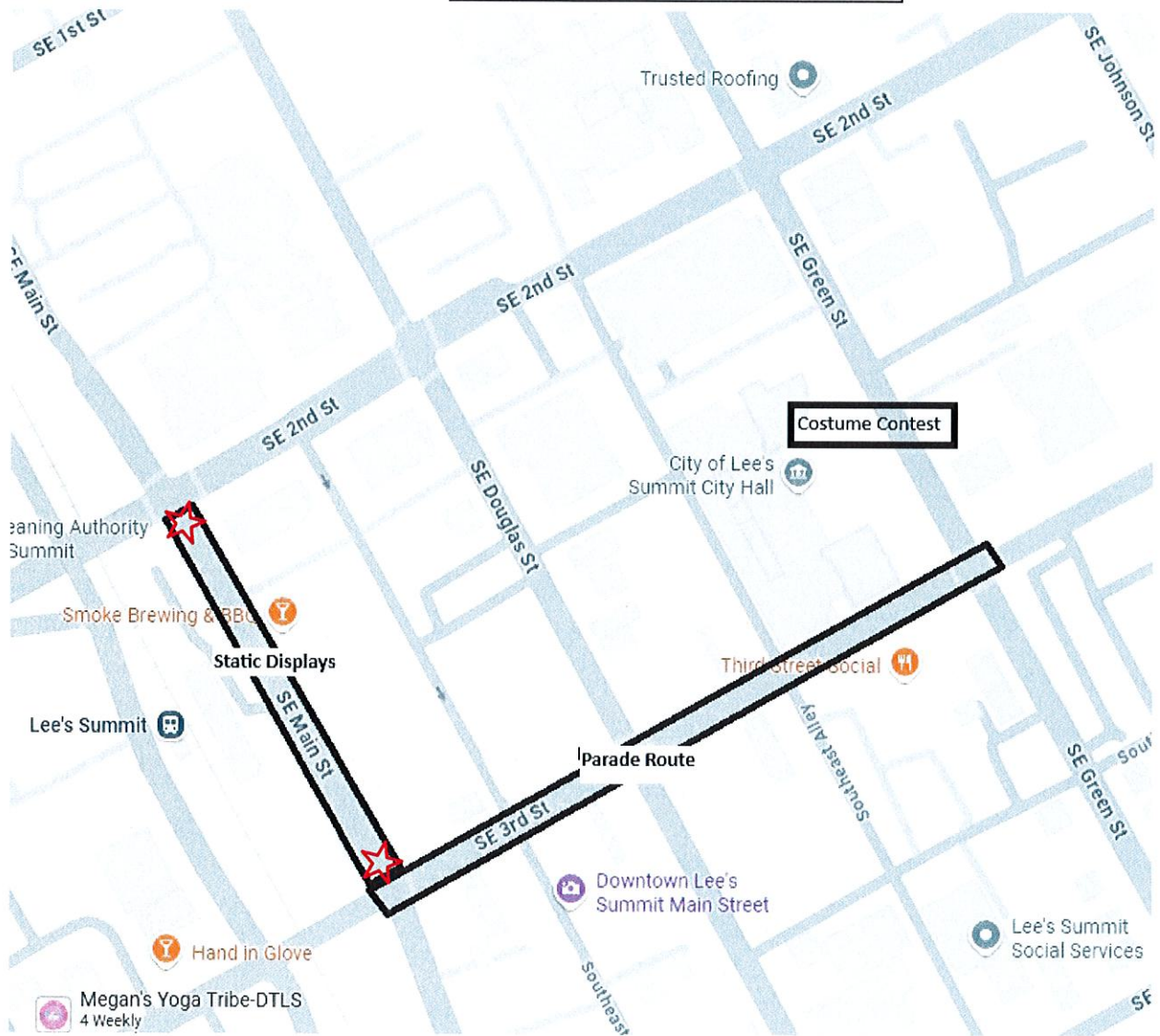
Approved Development Services Department

**Special Event Checklist**  
**Lee's Summit Police Department & DTLs**  
**Boos, Barks & Badges Annual Event**

1. Amanda Geno  
Community Interaction Officer  
Lee's Summit Police Department  
#10 NE Tudor Rd  
Lee's Summit, MO 64086  
816-969-4205
2. City of Lee's Summit
3. N/A
4. The costume contest will be at Green Street event space in front of City Hall. The parade will start at 3<sup>rd</sup> and SE Green St and continue west on 3<sup>rd</sup> to SE Main St. 3<sup>rd</sup> Street will be temporarily closed for the parade from SE Green Street to SW Main St. Due to large amounts of foot traffic, static displays, and specialty vehicles, the following road closure will be in effect for the entirety of the event(8 am-1 pm):
  - a. SE Main St from 3<sup>rd</sup> street to 2<sup>nd</sup> street -Street blocked by police vehicles, a police officer & cones (Red Stars on the map)
5. Saturday, October 25, 2025, from 8 am until approximately 1 pm.
6. The annual Boo's Barks & Badges event will begin at 9 am and end at approximately 1 pm. The road closures will begin at 8 am. The event will include a costume contest in front of City Hall at the Green Street Event Space, followed by a parade starting parade. SE Main between 2<sup>nd</sup> and 3<sup>rd</sup> Street will have special displays from the LSPD, LSFD, LS Animal Control, balloon artists, face painters, and trick-or-treating from participating DTLs businesses. The entire event will conclude at approximately 12 pm, and by 1 pm the roads will be back open. Anticipated attendance is approximately 1,500-2,000 children and adults, and 50 plus dogs and their owners.
7. See next page.
8. N/A
9. N/A
10. N/A

11. N/A

PARKING At Green Street Parking Garage & the old Farmer's Market parking lot





## Special Event Permit Checklist

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

| Met                      | Not<br>Met               | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Applicant – Name, Address and Telephone Number   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Property Owner – Name, Address and Telephone Number  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Written approval from the property owner agreeing to the proposed event  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Description of the site on which the proposed event is to be held  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Date(s) of the proposed event  |
| <input 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 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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Location and number of proposed temporary public toilets   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Proof of liability insurance at time of application   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input 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.   |     |         |     |