



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Owning a coffee trailer business and operating that coffee trailer business on a daily basis
~~at my apartment complex for now while the business grows and I can expand~~

☐ Athletic Event ☒ Mobile Food Vendor ☐ Event Signage ☐ Other

EVENT DATE(S): Always? EVENT TIME(S): 6am to N/A

EVENT LOCATION/ADDRESS: 3311 SW Kessler Drive Unit 4308

_____ ZONING OF PROPERTY: _____

APPLICANT: Joshua Montpetit / Small Mountain Coffee PHONE: 5733002932

CONTACT PERSON: Joshua Montpetit FAX: _____

ADDRESS: 3311 SW Kessler Dr Unit 4308 CITY/STATE/ZIP: Lee's Summit, Mo 64081

EMAIL: smallmountaincoffee@gmail.com

PROPERTY OWNER: Residences at New Longview Apartments PHONE: _____

CONTACT PERSON: Amanda Middaugh FAX: _____

ADDRESS: 3301 SW Kessler Dr, Lee's Summit, MO CITY/STATE/ZIP: 64081

JVM Realty
PROPERTY OWNER


APPLICANT

Print name: _____

Joshua Montpetit

Administrative Notes (do not write below this line)

Approved Development Services Department



Special Event Permit Checklist

****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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Written approval from the property owner agreeing to the proposed event
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Description of the site on which the proposed event is to be held
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Date(s) of the proposed event
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. a narrative written description of the proposed event, to include: <ul style="list-style-type: none">• the hours of operation,• anticipated attendance,• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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



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

*** 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."			X
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.			X
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14			X
C.1. Name of Event	Name and/or brief description of the event.			X
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.			X
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee			X
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			X
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.			X
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.			X