



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Metropolitan Community College - Longview Flights of Fancy Kite Festival

Athletic Event Mobile Food Vendor Event Signage Other

EVENT DATE(S): Sunday, April 12th EVENT TIME(S): 12:00pm to 5:00pm

EVENT LOCATION/ADDRESS: 500 SW Longview Road Lee's Summit, MO 64081

_____ ZONING OF PROPERTY: _____

APPLICANT: Metropolitan Community College - Longview PHONE: 816-604-2207

CONTACT PERSON: Kim Poindexter FAX: _____

ADDRESS: 500 SW Longview Rd CITY/STATE/ZIP: Lee's Summit, MO 64081

EMAIL: kim.poindexter@mcckc.edu

PROPERTY OWNER: Junior College District of Metropolitan Kansas City, MO
a/k/a Metropolitan Community College PHONE: 816-604-2414

CONTACT PERSON: Ryan Crider FAX: _____

ADDRESS: 500 SW Longview Rd CITY/STATE/ZIP: Lee's Summit, MO 64081

PROPERTY OWNER

Print name: Ryan Crider

APPLICANT

Kim Poindexter

Administrative Notes (do not write below this line)

Approved Development Services Department

Development Services Department | 220 SE Green Street, Lee's Summit, MO 64063
P: 816.969.1200 | F: 816. 969.1201 | www.cityofls.net/Development



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 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"> • the hours of operation, • anticipated attendance, • any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
<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



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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	X	
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."			
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"> 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.			

FREE EVENT

MCC-Longview
FLIGHTS OF FANCY
MEGA KITE FESTIVAL

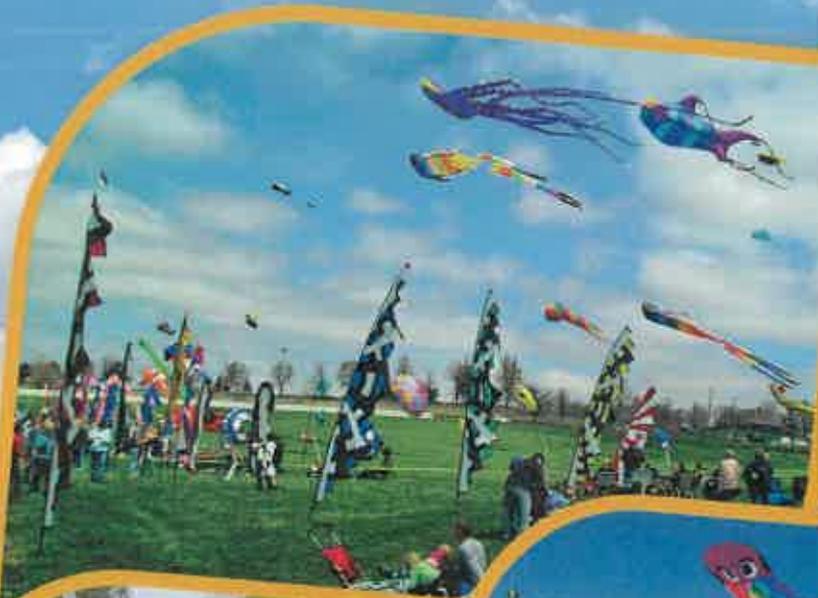


SUNDAY
APRIL 12, 2026

Noon - 5 p.m.

MCC-Longview
500 SW Longview Rd
Lee's Summit, MO

**BRING YOUR
KITES AND
FLY WITH US!**



Food and beverages available for purchase. Alcohol and smoking are prohibited. No glass containers.



METROPOLITAN
COMMUNITY COLLEGE
LONGVIEW

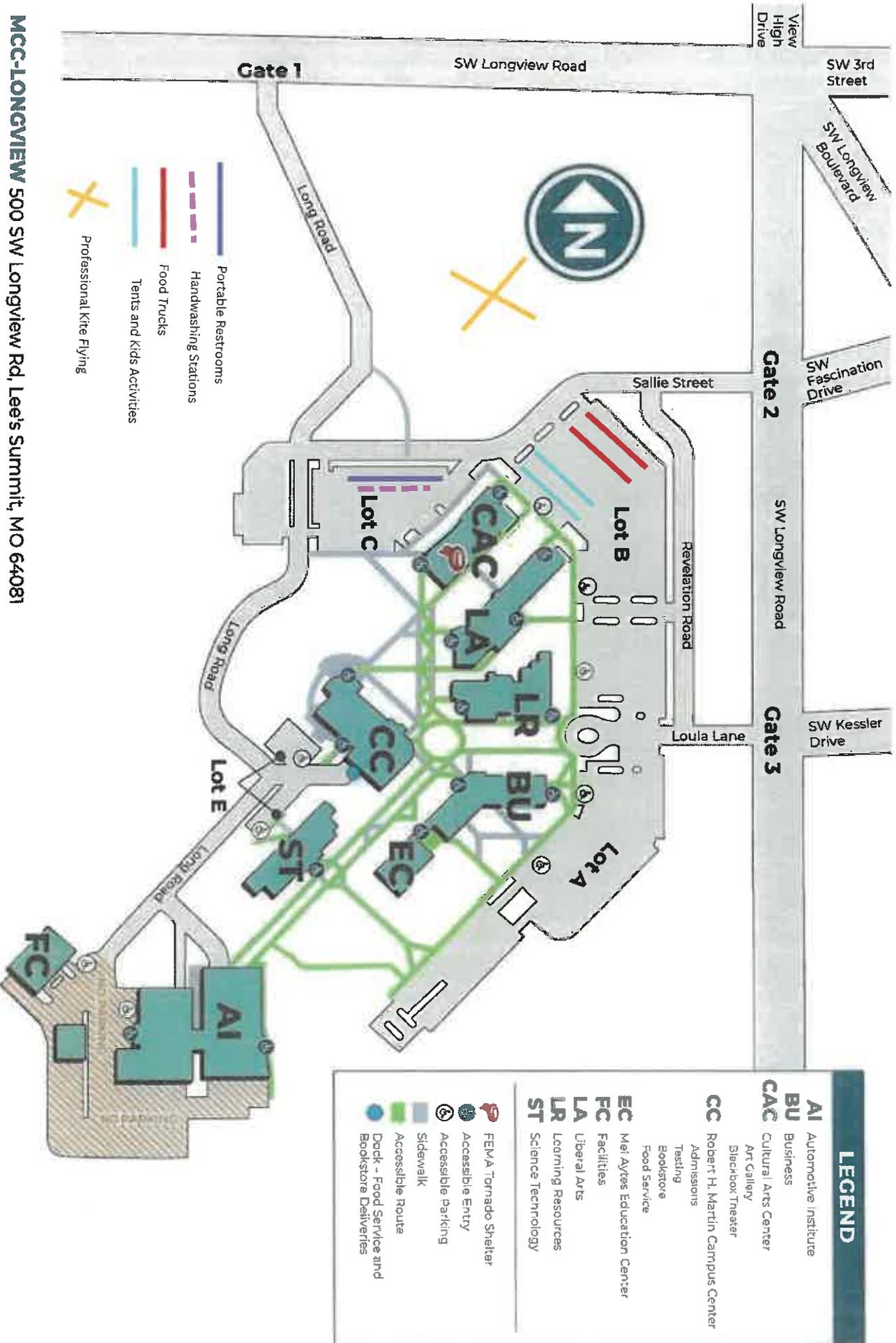
mcckc.edu/kitefest

[Facebook.com/MCCFlightsofFancy](https://www.facebook.com/MCCFlightsofFancy)



METROPOLITAN COMMUNITY COLLEGE LONGVIEW

CAMPUS MAP



LEGEND	
AI	Automotive Institute
BU	Business
CAC	Cultural Arts Center
	Art Gallery
	Blackbox Theater
CC	Robert H. Martin Campus Center
	Admissions
	Tasting
	Bookstore
	Food Service
EC	Meri Ayles Education Center
FC	Facilities
LA	Liberal Arts
LR	Learning Resources
ST	Science Technology
	FEMA Tornado Shelter
	Accessible Entry
	Accessible Parking
	Sidewalk
	Accessible Route
	Dock - Food Service and Bookstore Deliveries

- Portable Restrooms
- Handwashing Stations
- Food Trucks
- Tents and Kids Activities
- Professional Kite Flying

MCC-LONGVIEW 500 SW Longview Rd, Lees Summit, MO 64081



METROPOLITAN
COMMUNITY COLLEGE
LONGVIEW

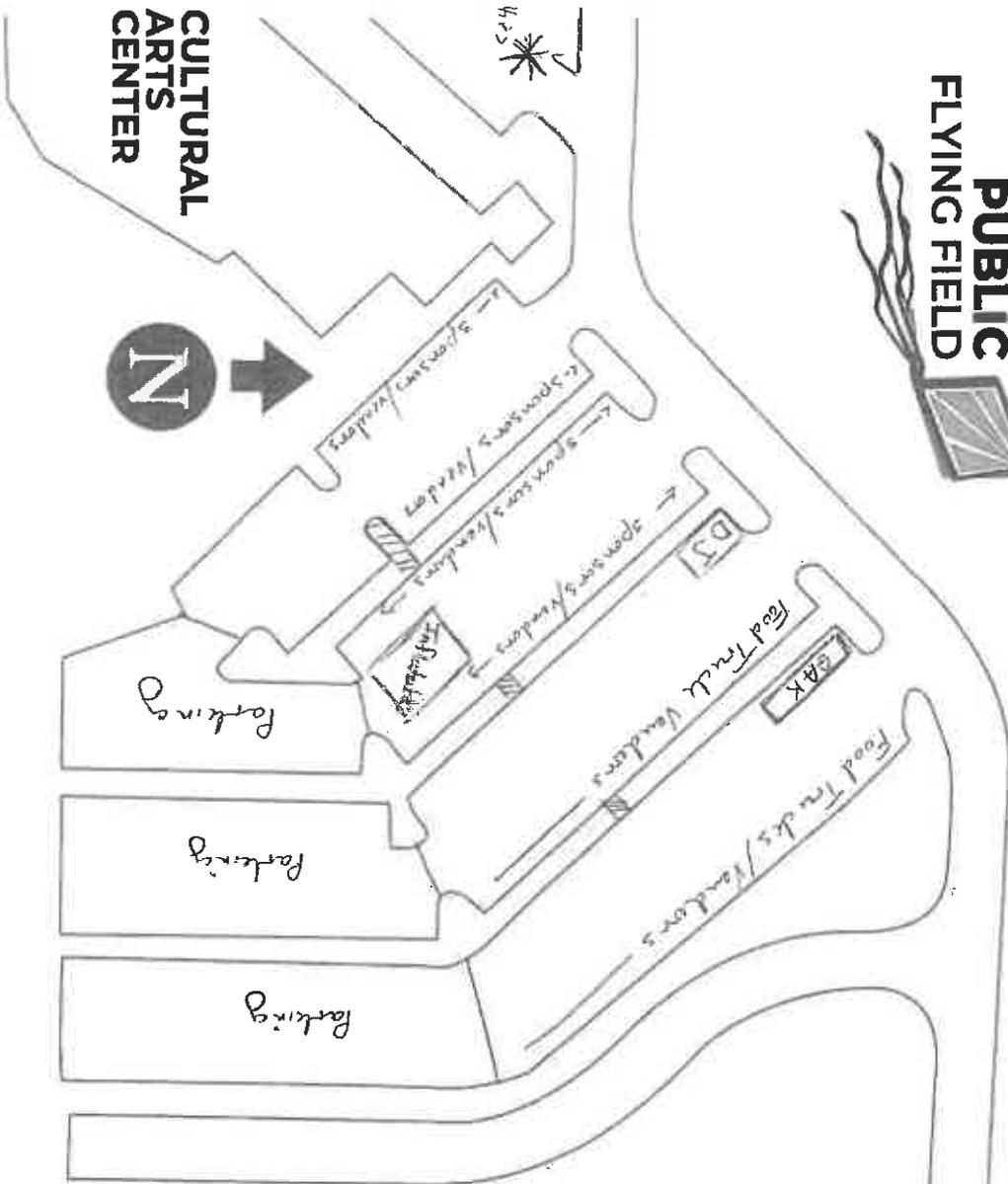


Great American Kites
PROFESSIONAL
FLYING FIELD

PUBLIC
FLYING FIELD



CULTURAL
ARTS
CENTER



- * 12 portable toilets
- 8 ADA
- 12 Handwashing stations
- 11 Food trucks
- 1 inflatable
- 7-10 tents for vendors

LONGVIEW ROAD

LONGVIEW ROAD

AGREEMENT



American Waste Systems Inc.

GALE T. HOLSMAN, JR.-President * PO Box 35344 * Kansas City, MO 64134
PHONE 816-966-1161 * 1-800-878-1ASI * FAX 816-966-0450

SUBMITTED TO: Junior College of Metropolitan Kansa City, MO AKA Metropolitan Community College

LOCATION: 500 SW Longview Rd

CONTACT: Bailey

ADDRESS: 500 SW Longview Rd

CITY/STATE: Lee's Summit, MO 64081

Lee's Summit, MO 64081

PHONE: 816-604-2570

EMAIL: Baily.Robinson@MCCKC.EDU

EVENT: Kite Festival 2026

WE HEREBY SUBMIT SPECIFICATIONS & ESTIMATES FOR: April 10-13, 2026

SERVICES INCLUDE: *12 Regular Toilets @ \$80.00 each*
 2 ADA Toilets @ \$100.00 each
 12 Hand Washing Stations @ \$100.00 each

PRICE INCLUDES: EQUIPMENT, FUEL, AND LABOR TO PERFORM SERVICES UNDER NORMAL CONDITIONS.

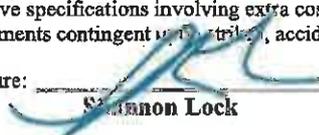
We propose hereby to furnish material and labor in accordance with above specifications, for the Sum of: \$2,360.00

Above price includes all delivery, pick up, and fuel. Kansas tax if not specifically stated are still applied. If exempt we must have certificate on file or taxes will be applied.

If service/cleaning is not specified but, needed it will be priced additional \$20.00/unit per trip.

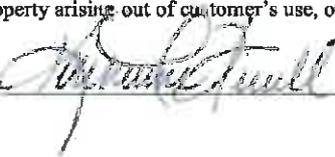
TERMS: PREPAID BY CREDIT CARD OR MAILED CHECK IN ADVANCE

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Authorized Signature:  Position: Special Event Coordinator Date: September 15, 2025
Stanton Lock

Note : This proposal may be withdrawn from us if not accepted within **THIRTY** days.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above. I understand that I am responsible for any damages to equipment not returned in the same condition in which it was received. I agree to indemnify, defend and hold harmless AWS against all claims, damages, suites, penalties, fines and liabilities of injury or death to person, or loss or damage to property arising out of customer's use, operation or possession of the equipment.

Date of Acceptance: 09/29/2025 Signature:  Position: VP, Instruction & Student
2025

The Flights of Fancy Kite Festival will be held at the Metropolitan Community College – Longview Campus at 500 SW Longview Rd., Lee’s Summit, MO 64081 on Sunday, April 21th, 2026 from 12:00pm-5:00pm. The event includes food truck vendors, an inflatable, face painting, a public kite field, DJ, and professional kite flyers from Great American Kites. The estimated number of attendees is about 13,500, based on attendance in previous years. We fly kites on the MCC-Longview property only. We will not need to close off any streets, as we will use our own parking lots and an adjacent lot owned by Lee’s Summit Parks and Recreation. We will not require city services. Per Dr. Ryan Crider’s (property owner) signature on the front page, he grants permission to use the property for the event.