

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Legacy Blast 2026

Athletic Event Mobile Food Vendor Event Signage Other

EVENT DATE(S): Thurs, July 2, 2026; Rainout July 5th EVENT TIME(S): 5:00pm to 11:00pm

EVENT LOCATION/ADDRESS: Legacy Park- 1201 - 1501 Legacy Park Dr. LS,MO 64086

ZONING OF PROPERTY: _____

APPLICANT: Lee's Summit Parks and Recreation PHONE: 816-969-1555

CONTACT PERSON: Heath Harris FAX: _____

ADDRESS: 901 NE Bluestem Dr. CITY/STATE/ZIP: LS,MO. 64086

EMAIL: _____

PROPERTY OWNER: LSPR-COLS PHONE: 816-969-1501

CONTACT PERSON: Joe Snook FAX: _____

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

PROPERTY OWNER

APPLICANT

Print name: Joe Snook, Administrator of LSPR

Heath Harris, Ast. Superintendent of Rec Services

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 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">• 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 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"> 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. | | | |

Activity Name: Legacy Blast

When: Thursday, July 2, 2026 (rain date July 5, 2026)

Where: Legacy Park (viewing areas)

J. Thomas Lovell Jr. Community Center at Legacy Park (fireworks launch site)

Time: 5:00-11:00 pm

Gates open one our earlier from previous years

Planned Activities:

- At each venue (baseball, softball, football and soccer) and we will have inflatable moonwalks, food trucks, balloon artists and face painters from 5:00 – 9:00 pm.
- At each venue, concessions will be available from 5:00 – 9:00 pm
- At each venue, DJ's will play music prior to the firework show and Patriotic music will be simulcast by KCMO, 94.9 during the firework show.
- Fireworks display sponsored by the City of Lee's Summit will be from 9:30 – 9:50 pm

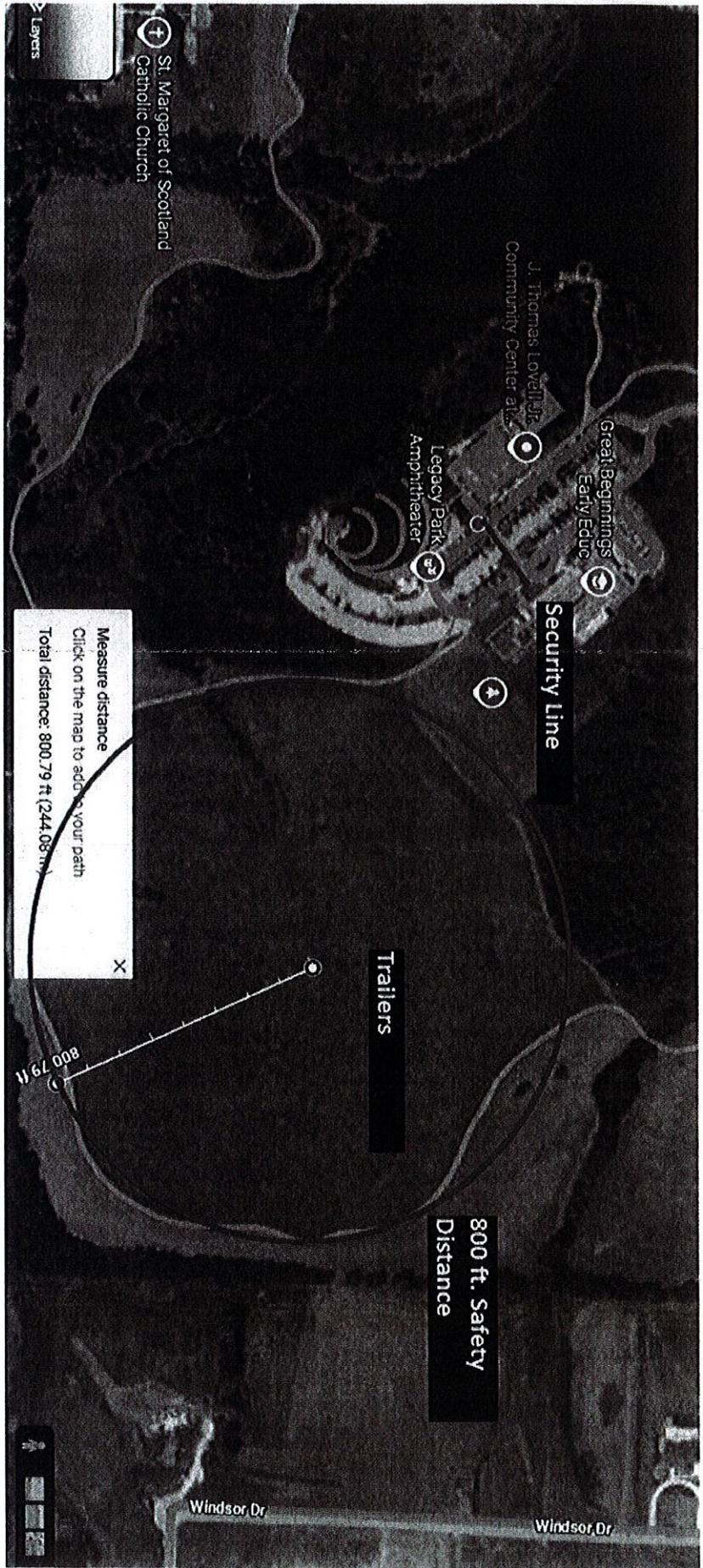
Anticipated attendance: Approximately 24,000 people.

Restroom Availability: Restrooms at each venue will be open for the public.

Electrical needs: The venues will provide power for the inflatable's and stereos, no addition power will be needed.

Signage: 2 VMB's will be used to inform the public of the park rules. Temporary No Parking signage will be placed along Legacy Park Drive and temporary signage will be placed at the entrance to each venue.

Shuttle Service: First Student buses will provide shuttle services from hotels located in Lee's Summit. Registration for service will be required by guests prior to the event. First Student buses would bring guests to the West Soccer venue and drop them off for the event. The buses would stay onsite at the West Soccer venue until after the firework show. Guests would then return to their buses and return to their respective hotels.



St. Margaret of Scotland Catholic Church

J. Thomas Lovell Jr. Community Center

Great Beginnings Early Educ.

Legacy Park Amphitheater

Security Line

Trailers

800 ft. Safety Distance

Measure distance
Click on the map to add to your path
Total distance: 800.79 ft (244.08 m)

Windsor, Dr

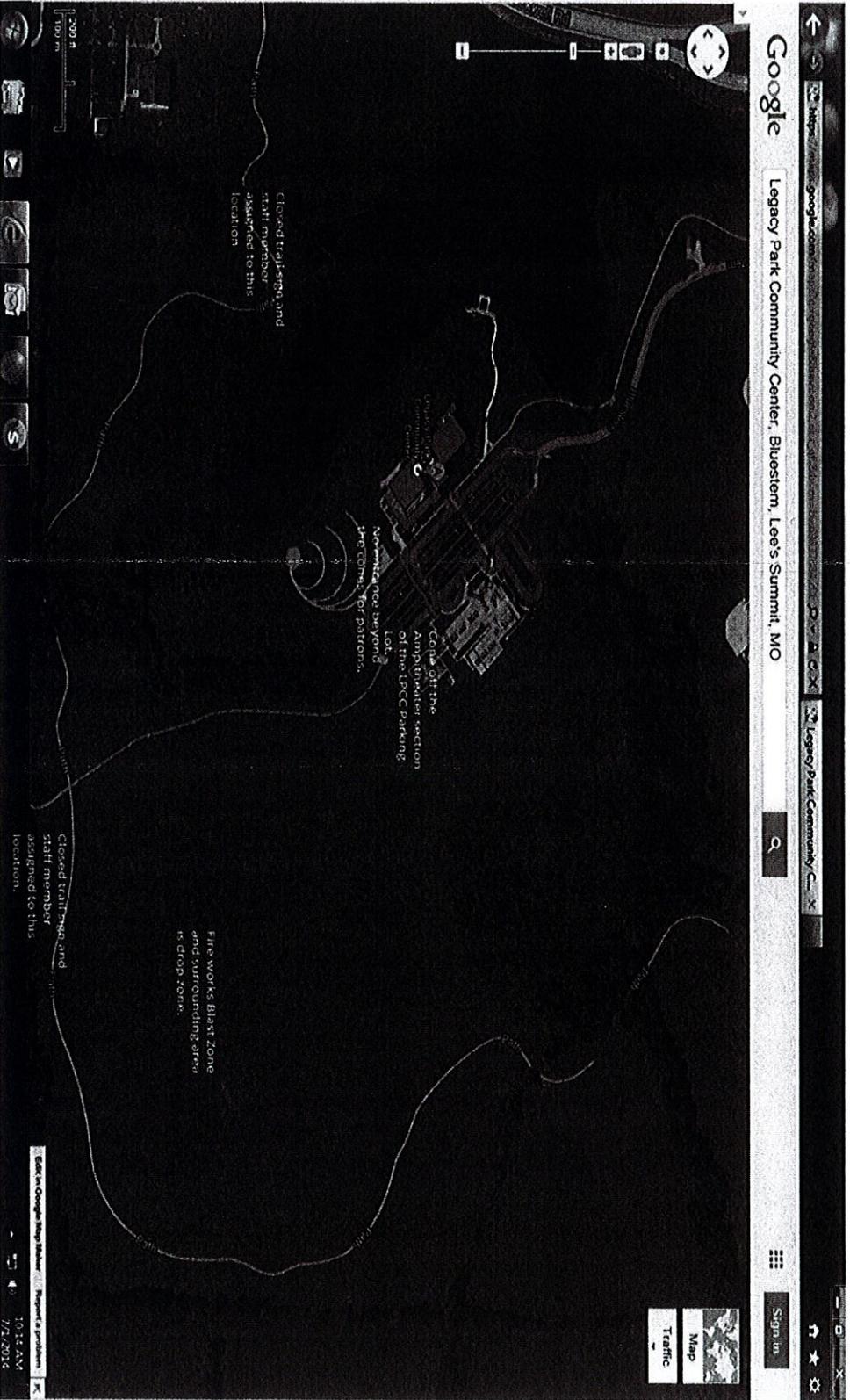
Windsor, Dr

Layers



Legacy Blast Map Signage

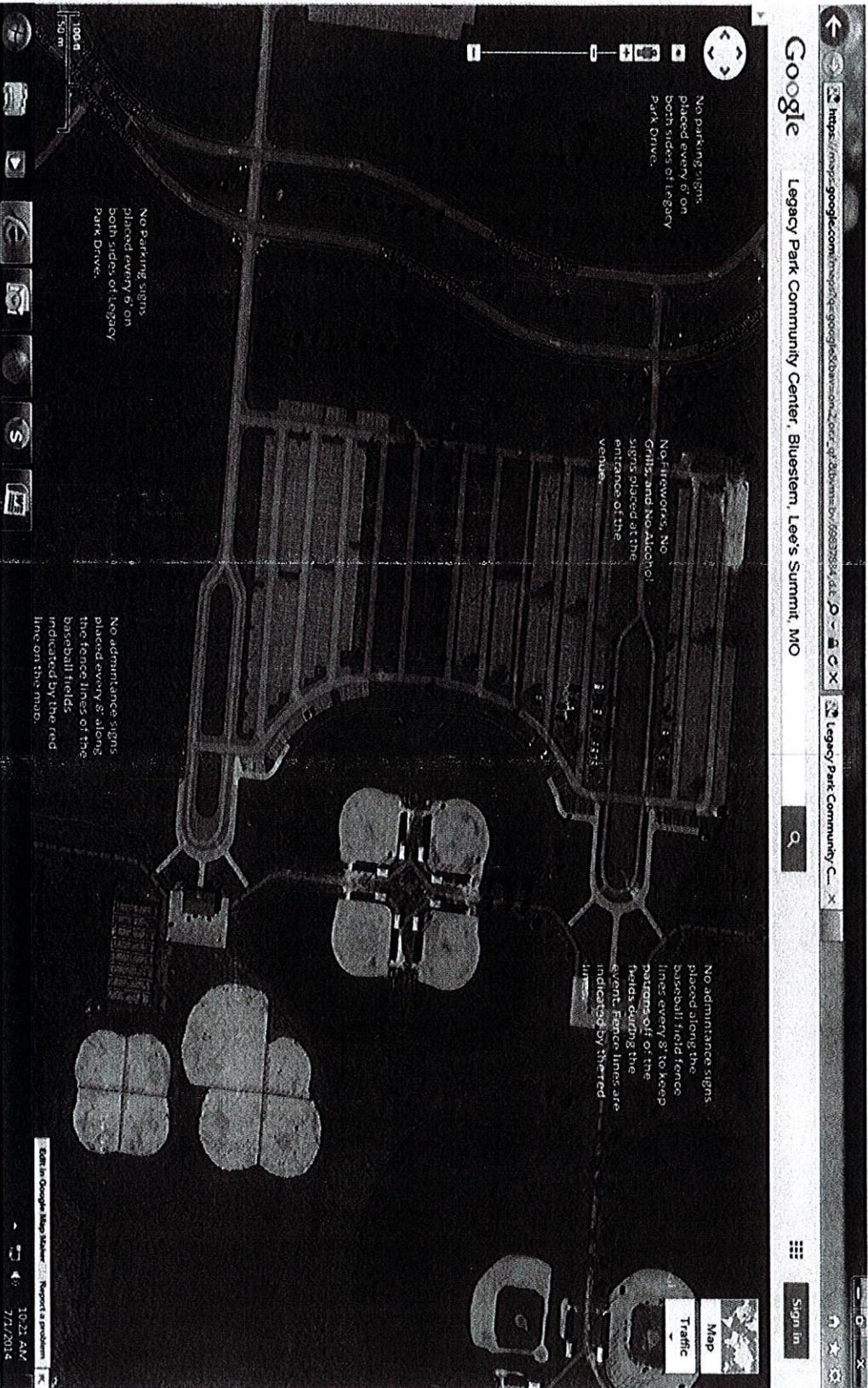
Legacy Park Community Center



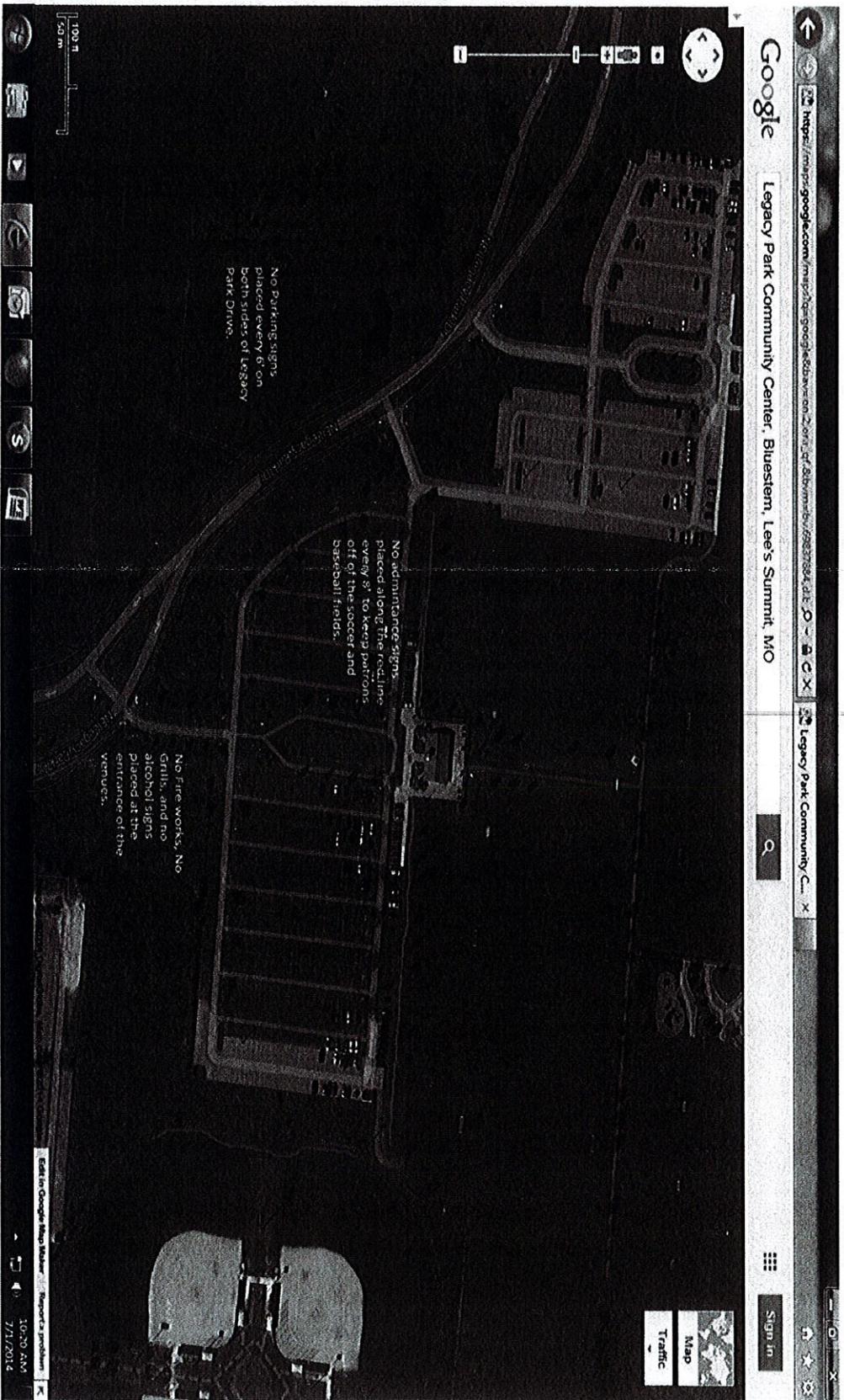
Legacy Park Softball Venue



Legacy Park Baseball Venue



Legacy Park Soccer Venue



Map Key: Red line indicates sign placement locations.