



LEE'S SUMMIT MISSOURI

Planning & Codes Administration Application Form

PERMIT NUMBER _____ RECEIPT NUMBER _____

SPECIAL EVENT: Reserving Parking Spaces for Stanley Event

☐ Athletic Event

☒ Mobile Food Vendor

☐ Event Signage

☐ Other

EVENT DATE: Sept 4 15 EVENT TIME: 4 pm to 10 pm

EVENT LOCATION/ADDRESS: The STANLEY 25 South East 3rd
Lees Summit 64063 ZONING OF PROPERTY: _____

APPLICANT Brian Wilson PHONE 816 456.7045

CONTACT PERSON Brian Wilson FAX NA

ADDRESS 7337 W 119th CITY/STATE/ZIP OPKS 66213

PROPERTY OWNER Cindy King PHONE 816. 651. 1246

CONTACT PERSON SAME FAX _____

ADDRESS 25 SE 3rd CITY/STATE/ZIP Lees Summit 64063

PROPERTY OWNER

APPLICANT

Print name: _____

Brian Wilson

Administrative Notes (do not write below this line)

Approved Planning & Codes Administration

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JUN 10 2015

Planning & Codes Admin



LEE'S SUMMIT MISSOURI

Planning & Codes Administration Special Event Checklist

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

Submittal Requirements	Yes	No
Completed Special Events Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ownership signature/permission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing fee – See Schedule of Fees and Charges for applicable fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Checklist for Special Event Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*** 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"> • Location • Hours of operation • Anticipated attendance • Buildings or structures to be used in conjunction with the event • Proposed signs or attention attracting devices • 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.			

Table 1. General Application Requirements

[illegible]



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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"/>	• Applicant – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Property Owner – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Written approval from the property owner agreeing to the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Description of the site on which the proposed event is to be held
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Date(s) of the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• 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 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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From: **Brian Wilson** brian@unforked.com
Subject: Lees Summit
Date: June 1, 2015 at 9:26 PM
To: **Brian Wilson** brian@unforked.com

BW

The event is the Kittinger wedding at The Stanley
We will need 6 parking spaces

Location; The Stanley 25 SE 3rd St
Hours of operation; Approx. 4:30-9:00 PM
Attendance; 150

We will be cooking tacos for a wedding.
We use our own equipment and clean everything up ourselves

Brian Wilson
Sheridan's Unforked
816.456.7045
brian@unforked.com

BTW, -
WE HAVE ABSOLUTELY ZERO TRASH
Left Behind. WE BRING Buckets
for all GREASE & water.

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