LEE'S SUMMIT
MISSOURI

Planning & Codes Administration
Application Form

PERMIT NUMBER PRSE20151340 RECEIPT NUMBER _____

SPECIAL EVENT: Strong Lee Josh 5K Run

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

EVENT DATE: July 12th 2015 EVENT TIME: 0800 to 1200

EVENT LOCATION/ADDRESS: Downtown City Route

_____ ZONING OF PROPERTY: _____

APPLICANT Fun House Pizza PHONE 816-525-2898

CONTACT PERSON Jim Dingman FAX N/A

ADDRESS 405 NW Blue Parkway CITY/STATE/ZIP Lee's Summit MO 64063

PROPERTY OWNER _____ PHONE _____

CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

_____ _____

PROPERTY OWNER APPLICANT

Print name: _____ Jim Dingman

Administrative Notes (do not write below this line)

_____

Approved Planning & Codes Administration

Strong For Josh 5K Run

Fun House Pizza Dine In and Delivery of Lee's Summit

Jim Dingman

816-200-6675

5K Run to be run on the Downtown City Route Att#1

July 12th 2015

Start time will be at 0800 from City Hall

Ending at 1200 also at City Hall

At this time we propose 100-150 runners

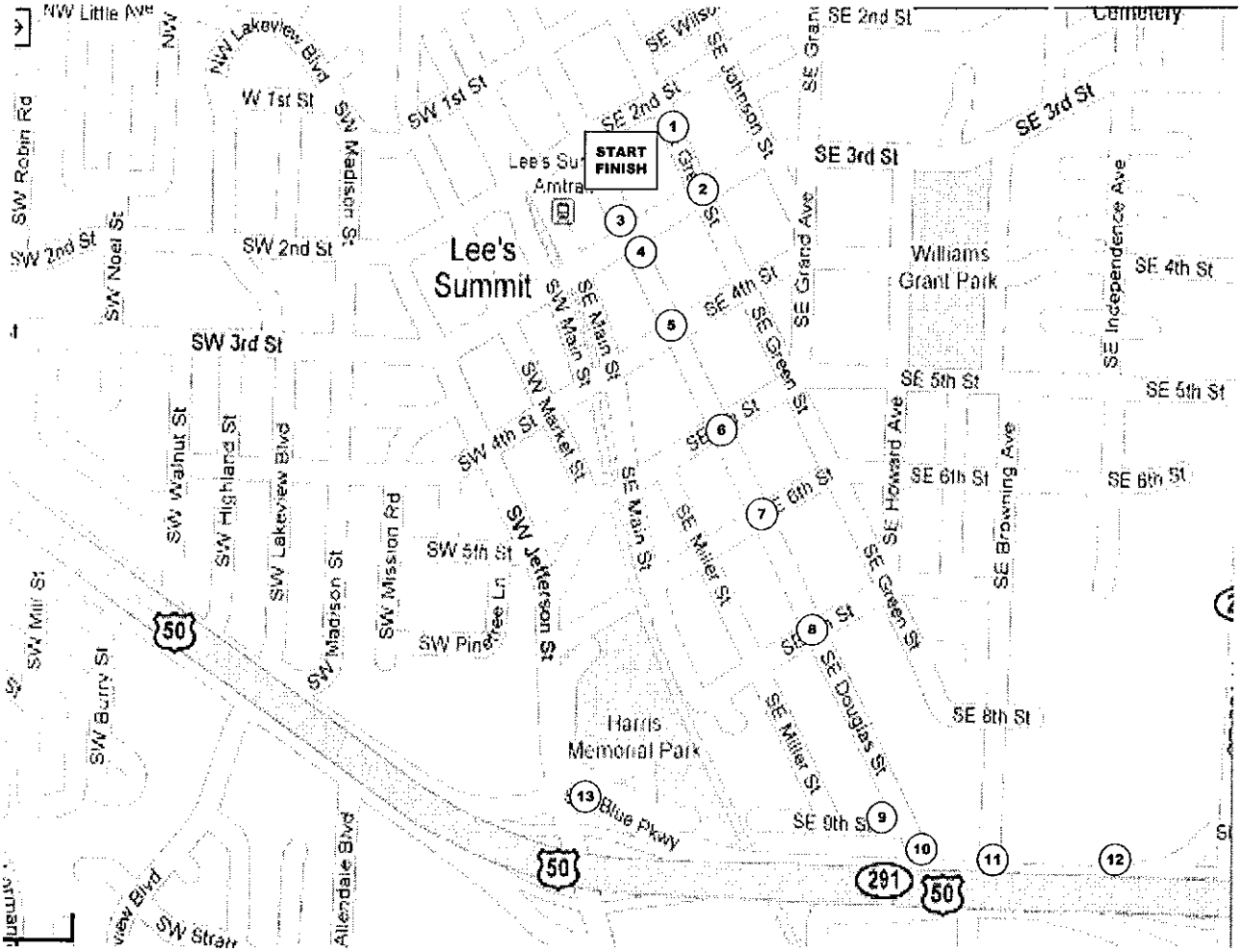
No formal Gathering before or after event is planned

We will have 2 Temporary Toilets at Start /Finish line

Runners will be given Bottled water only before and after event.

We will need traffic control within the Proposed route

Downtown Route



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	✓	
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: • 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.	✓		

Stage Jack

Table 1. General Application Requirements				
UDO Article 11., Sec. 11.060	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**

LEE'S SUMMIT
MISSOURI

Planning & Codes Administration
Special Event Checklist

0800
1200
200

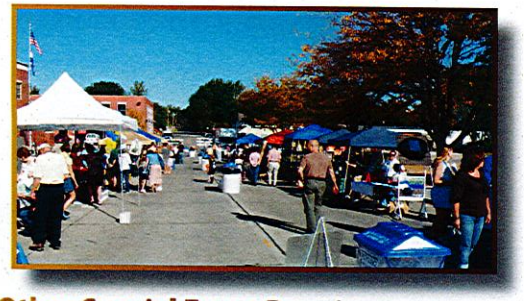
A Completed Checklist Must Be Submitted With Each Special Event Permit Application

July 12th

Met	Not Met	N/A	
☐	☐	☐	• Applicant – Name, Address and Telephone Number
☐	☐	☐	• Property Owner – Name, Address and Telephone Number
☐	☐	☐	• Written approval from the property owner agreeing to the proposed event
☐	☐	☐	• Description of the site on which the proposed event is to be held
☐	☐	☐	• Date(s) of the proposed event
☐	☐	☐	• a narrative written description of the proposed event, to include: • the hours of operation, • anticipated attendance, • any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
☐	☐	☐	7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
☐	☐	☐	8. Location and number of proposed temporary public toilets
☐	☐	☐	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
☐	☐	☐	10. Proof of liability insurance at time of application
☐	☐	☐	11. Electrical Plan shall be approved by the Code Official

2 city Hall

Vendor Rooms



Other Special Event Requirements

- Proof of Liability Insurance is required at the time of application submittal
- Written approval from the Property Owner agreeing to the event is required
- Liquor permits for alcohol use shall be obtained from the Police Department
- Police Department Officers shall be required for street closures
- Contact Jackson County Health Department for Health inspections
- Within 48 hours of cessation of the event, the site shall be returned to its previous condition
- In the event of a street closure, Class III Barricades shall be provided and utilized by the applicant
- A Recycling Plan is required for all special events, including:
  - Name of the sanitation hauler or company handling the disposal
  - Location where the recyclables will be transported for disposal
  - Site plan indicating the location and number of bins
  - Beginning January 1, 2012, styrofoam and glass food and beverage containers will be prohibited

City of Lee's Summit

Planning & Development
220 SE Green Street
Lee's Summit, MO 64063

(816) 969-1600

Special Event Permit guidelines

City of Lee's Summit, Missouri

lsplanning.net

City of Lee's Summit, Missouri

lsplanning.net

City of Lee's Summit

Special Event Planning

Guide

When you need a Special Event Permit

Special Event Planning

The City of Lee's Summit is home to a variety of special events held annually to benefit community organizations and generate overall public value. Some of those events require the organizer to apply for a Special Event Permit to have the event in the community, while other events do not. If in doubt, contact Planning and Development at 816-969-1600.

A Special Event Permit is required for:

- Athletic Events – 5K run or Bike Race
- Commercial Events – outdoor tent in parking lot selling merchandise or advertisement
- Entertainment Events – carnival, fair, concert, public fireworks display
- Non-Commercial events – fundraising events
- Seasonal Sales – outdoor spring/summer flower sales, outdoor pumpkin sales
- All Special Events requiring a street closure
- All Special Events which include street vendors to be located on public right-of-way

Some exceptions may apply.

For more information about special events requirements, refer to Article 11 – Special Events in the Unified Development Ordinance (UDO) available at lsplanning.net under Development Regulations or contact Planning and Development at 969-1600.

Updates to 5k Run/Walk Routes

The City of Lee's Summit welcomes 5k Run/Walk events in the community. New events often vary in location and complexity, sometimes causing disruptions for home owners and increased expenses for the City. In order to balance support of area organizations while minimizing the impact these and other events have on residents, businesses and property owners, the City has established predetermined routes in which to choose.

Benefits of Route Design:

- Shares cost of support services by the City and event organizers.
- Facilitates faster planning and coordination of City services
- Reduces number of City staff needed to support event
- Fulfills purpose to protect property owners, residents and businesses
- Ensures sustainability of support services required for 5k Run/Walk events and reduces overall cost to the event sponsor.

How flexible is the design of each route?

Limited variations can be made to individual routes. Any proposed variations will need to be approved by City staff. If the route variation requires additional police officers, the fee for that location may increase. To discuss route adjustments, call Planning & Development at 969-1600.

Process for Application

1. Determine if your event requires a Special Event Permit. All 5k Run/Walk events, taking place on the street, require a Special Event Permit.
2. Obtain applications at City Hall or download from the City's website at: http://cityofls.net/Development/Permits/ Special-Events.aspx Applications must be submitted a minimum of 20 days before the proposed event. Return completed Special Event Applications to the Planning and Development Department in City Hall.
3. Include a description of the proposed event, the application fee and contact information with the application. The special event must comply with the regulations in Article 11, Section 11.060 of the UDO.
4. Submit an electrical plan, if needed. The Code Official will review the plan.
5. The Planning & Development, Codes Administration, Public Works, Police and Fire departments will review the application.
6. City staff will determine if the application complies with City codes, and will notify the applicant when the application is approved.

Costs and Fee Schedule

The Special Event Permit application fee for all applications requiring a Permit is $50.

Events requiring City services have fees associated with the permit as shown below:

Fee Schedule for Non-Athletic Events	
Length of Event	Fee
One day	$250
Two Days	$500
Three or more days	$1500

Fee Schedule for 5k runs	
Route	Fee
Downtown	$1,000
Ward Road	$400
Legacy Park	$500
Jefferson Street	$600

Visit cityofls.net to view the complete schedule of fees and charges and for more information.

LEE'S SUMMIT
FUN HOUSE
PIZZA & PUB

Presents:

The First Annual
#strongforjosh 5K

July 12th, 2015
8:00 AM

Name:_____ Date of birth:____/____/_____ Gender: M or F (circle one)

Street Address:_____ City/State:_____ Zip code:_____

Phone number:(__)____-_____ Email address:_____

Shirt size: (Free with registrations received before the below deadline)

Registration Fee is $25 if post marked on or before July 6th. Make checks payable to the LSPOA. Registration forms and fees can be mailed to PO Box 1077 Lee's Summit, MO 64063. Registrations received after the deadline are $35 and will be accepted the day of the race. All money raised will go directly to the Ward Family.

I assume any and all risks associated with running in this even, including to but not limited to: falls, contact with other participants, effects of the weather and the condition of the road. By signing this form below, I release the race, organizers and volunteers, all sponsors and their representatives from all claims or liabilities of any kind resulting from my participation in this event.

Signature:_____ Date:_____
(Signature of Guardian if under 18)