

LEE'S SUMMIT MISSOURI

Planning & Codes Administration Application Form

PERMIT NUMBER _____ RECEIPT NUMBER _____

SPECIAL EVENT: Truly 150 Founders Day Celebration

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

EVENT DATE: Sunday, Oct. 18 EVENT TIME: 3:30 to 5:30 pm

EVENT LOCATION/ADDRESS: City Hall Plaza + Green St between
2nd + 3rd Streets ZONING OF PROPERTY: City

APPLICANT City of Lee's Summit PHONE 816-969-1012

CONTACT PERSON Kelli Welch FAX 816-969-1012

ADDRESS 220 SE Green St. CITY/STATE/ZIP LSMO 64063

PROPERTY OWNER City of Lee's Summit PHONE 816-969-1012

CONTACT PERSON Kelli Welch FAX _____

ADDRESS 220 SE Green St. CITY/STATE/ZIP LSMO 64063

PROPERTY OWNER

Print name: _____

Kelli Welch

Kelli Welch

APPLICANT

Administrative Notes (do not write below this line)

Approved Planning & Codes Administration

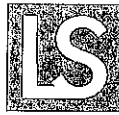
RECEIVED

SEP - 9 2015

Planning & Codes Admin

FOUNDERS DAY SET UP

- Closing Green Street between 2nd & 3rd Streets in front of City Hall
- 15 round Tables for 10 ea and Chairs set up around upper plaza
- Food is free to public - By Hy-Vee Set up on upper plaza between Front and Tower
- Wine/BeeR offered at reduced rate - Embrace the Grape next to food
- Dulcimer music set up next to city hall on upper plaza under overhang
- Stage in street facing plaza
- Chairs set up in front of stage for Jazz Band
- Kettle Korn and Ice Cream Vendor set up on lower sidewalk in front of City Hall



LEE'S SUMMIT MISSOURI

PERMIT APPLICATION TO RESERVE CITY HALL PLAZA SPACE/FACILITY

DATE: 9/8/15 Organization: City of Lee's Summit

Address: 220 SE Green St, LSMO 64063

Name of Applicant: Kelli Welch Contact Phone #: 969.1012

Emergency Name/Contact #: Kelli Welch 309.8910

Application is hereby made to reserve certain public spaces or facilities at the City Hall building as follows:

1. Purpose or Objective: Celebration of the City's Founders Day, 150 years ago by William B. Howard. Free Public Celebration. Unveiling of the new public art piece to be placed in the plaza of City Hall. Dedication of the new time capsule and unveiling of time capsule contents. Featuring music, speakers, foot and libations.

2. Date (s) | Time | Duration: Sunday, October 18, 3:30 – 5:30 p.m.

3. Number of persons expected to participate in this event: 200-300

4. Specific Location Desired: Closing Green Street between 2nd & 3rd Streets in front of City Hall. Utilizing City Hall plaza area as well.

Specific provisions required: Electrical Service*: YES Water Service*: YES * *Subject to Fees*

Construction: _____ Stage or Platform: X Tent structures Other (please explain): YES. Tables and chairs on City Hall Plaza

Sale or ordering for sale of any goods or services (please explain): Sale of wine and beer (Embrace the Grape, who carries the appropriate liquor License). Some desserts, kettle corn. Vendors are working through Jackson County Health Department for applicable permits.

Unique Parking Needs (please explain): Use of City Hall parking garage; thus barricades will be placed south of the parking garage entrance

ADA Accommodations (please describe): City Hall Plaza Ramp

Barricades: (explain plan, quantity, location): Two south of City Hall parking garage; two at Green and 3rd Streets

Other (please explain): Use of City Hall Display Case to display new historical artifacts and use of Public

Restrooms inside City Hall

Mandatory City Hall & Plaza Space Use Guidelines

1. Applicant agrees to not interfere with pedestrian traffic circulating throughout the facility.
2. Safe and unimpeded access to and from City Hall must be available at all times.
3. Interference with vehicular traffic, including parking, is not allowed.
4. Construction and installation for structures of any kind is limited to the Green Street and adjacent sidewalk. Exceptions may be allowed with approval of the City Architect.
5. All structures constructed on the premises must be self-supporting. Penetration of pavements, sidewalks and streets are strictly prohibited.
6. Applicant agrees to reimburse the City for any damages or costs incurred by the City as a result of this use.
7. Applicant agrees to remove all litter and debris resulting from this use.
8. Conditional Approval requires applicant to submit a Certificate of Insurance showing general liability insurance coverage meeting the City's minimum Liability coverage requirements, if: 1) the activity proposed by applicant involves the sale or ordering for sale of any goods or services or 2) Any construction activity.
9. Reservations are granted on a first come, first serve basis; provided, however, that traditional activities and activities organized and conducted by the City will be given preference in scheduling and reserving use of the space or facility. Simultaneous occurring events will not be allowed.
10. All applicable laws, rules and regulations, including the code of Ordinances of the City ordinances will be strictly enforced.
11. No sound amplification will be allowed during normal business hours at City Hall or while any Council, Board, Authority or Commission is meeting.
12. Vehicles of any kind are not allowed on the sidewalks or brick pavers.
13. An application may be denied for any of the following:
 - a. The application is not fully completed and executed.
 - b. The application contains a material falsehood or misrepresentation.
 - c. The applicant is legally incompetent to sue or be sued.
 - d. The applicant has on prior occasions damaged City property and has not paid in full for such damage or has other outstanding or unpaid debts to the City.
 - e. The proposed use or activity is inconsistent with the uses of the space or facility.
 - f. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the space or facility.
 - g. The proposed use or activity intended by the applicant would interfere with the ability of the City to conduct business at the City Hall Building.
 - h. The applicant has not or cannot comply with the applicable licensure requirements, ordinances or regulations concerning the sale or offering for sale of any goods or services.
 - i. The use or activity intended by the applicant is prohibited by law, rules or regulations, including the Code of Ordinances for the City.

x Kell. Welch

Applicant's signature (indicates concurrence with Guidelines)

____ APPROVED ____ APPROVED CONDITIONALLY ____ DISAPPROVED

Date: _____ Signed: _____

Stephen D. Aldridge, RA City Architect

"Founders Day"



LEE'S SUMMIT MISSOURI

Planning & Codes Administration Special Event 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"/>	• Applicant – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: • 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 checked="" 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