

Planning & Codes Administration Application Form

PERMIT NUMBER: PRSE 2016 2386 R	ECEIPT NUMBER:
SPECIAL EVENT: Saint Luke's East Breast Center Mov	
☐ Athletic Event ☐ Mobile Food Vendor	☑ Event Signage ☐ Other
EVENT DATE(S): September 16, 2016 to October 17, 2016	EVENT TIME(S): to
EVENT LOCATION/ADDRESS: Suite 300, NMP; 100 N	NW Saint Luke's Boulevard, Lee's Summit, MO 64086
	ZONING OF PROPERTY:
APPLICANT: Saint Luke's East Hospital	PHONE: 816-347-5000
CONTACT PERSON: Joe Stasi	
ADDRESS: 100 NW Saint Luke's Blvd.,	
PROPERTY OWNER:	PHONE:
CONTACT PERSON:	FAX:
ADDRESS:	CITY/STATE/ZIP:
Print name: Joseph Stasi	APPLICANT
Administrative Notes (do not write below this line)	



Planning & Codes Administration Special Event Checklist

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

Met	Not Met	N/A	
X			1. Applicant – Name, Address and Telephone Number
X			2. Property Owner - Name, Address and Telephone Number
X			 Written approval from the property owner agreeing to the proposed event
X			4. Description of the site on which the proposed event is to be held
X			5. Date(s) of the proposed event
X			 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,
X			 A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
		X	8. Location and number of proposed temporary public toilets
		X	Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
		X	10. Proof of liability insurance at time of application
		X	11. Electrical Plan shall be approved by the Code Official



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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: 7. Location Saint Luke's East NMP 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 Banner 10'x78' 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.			





220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1000 | cityofls.net

RECEIPT OF PAYMENT

Receipt Number:	2016022383
Receipt Date:	09/08/2016
Date Paid:	09/08/2016
Payment Method:	Credit Card,
Check Number:	,
Full Amount:	\$50.00
Amount Tendered	\$50.00
Paid By:	SAINT LUKE'S HEALTH SYSTEM, Address:PO BOX 5870

Fees:

Fee Description	Reference / Application Number	Amount Paid	
9110077-Special Event Permit (application fee)	PRSE20162286	\$50.00	