



## **CITY OF LEE'S SUMMIT**

**City Hall  
220 SE Green Street  
LEE'S SUMMIT, MISSOURI 64063**

### **Application for Permit to Reserve City Hall Space or Facility**

PLEASE PRINT OR TYPE

**DATE: 9/1/2016**

**Organization: Lee's Summit Police Department**

**Name of Applicant: Beth Glover**

**Address: 10 NE Tudor Road**

**Lee's Summit, MO 64086**

**Telephone Number: 816-969-1708**

**Emergency contact Telephone Number: 913-709-1171**

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

- 1. Purpose or Objective: We would like to use City Hall Plaza as a gathering place for our Boos, Barks & Badges Halloween Parade. Parade line-up will take place in the Plaza, as well as K-9 demonstrations. The purpose of the parade is to bring families downtown and provide crime prevention information to local residents.**
- 2. Date(s): Saturday, October 29, 2016**
- 3. Time and Duration 9am-1pm**
- 4. Number of persons expected to participate in this event: 1,000 people; 30 dogs**
- 5. Specific Location Desired: Plaza area (for K-9 demos) and sidewalks in front of City Hall for parade line-up.**

6. Specific provisions required: ☒ Electrical Service\* ☐ Water Service\*

\* indicated a fee will be charged for electricity and water use

☐ Construction: ☐ Stage or Platform ☐ Tent structures ☒ Other (please explain) We will use a PA system to make announcements and play music as parade participants line up.

☐ Sale or ordering for sale of any goods or services (please explain): N/A

☐ Unique Parking Needs (please explain): N/A

☐ ADA Accommodations (please describe): N/A

☐ Barricades: N/A

☐ Other (Please explain): N/A

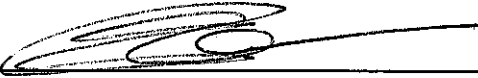
\* indicated a fee will be charged for electricity and water use

#### **Mandatory 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:
  - The application is not fully completed and executed.
  - The application contains a material falsehood or misrepresentation.
  - The applicant is legally incompetent to sue or be sued.
  - 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.

- The proposed use or activity is inconsistent with the uses of the space or facility.
- 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.
- 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.
- 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.
- The use or activity intended by the applicant is prohibited by law, rules or regulations, including the Code of Ordinances for the City.

X



0511

Applicant's signature (indicates concurrence with Guidelines)

Authorization for the above facility reservation permit is hereby:

\_\_\_ APPROVED \_\_\_ APPROVED CONDITIONALLY \_\_\_ DISAPPROVED

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Stephen D. Aldridge, RA  
City Architect



Planning & Codes Administration  
Application Form

PERMIT NUMBER: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

SPECIAL EVENT: Boos, Barks & Badges Halloween Parade / Trunk -or- Treat

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

EVENT DATE(S): Saturday, October 29, 2016 EVENT TIME(S): 9am to 1pm

EVENT LOCATION/ADDRESS: City Hall Plaza to 3rd Street to Howard Station Park on SE Main

Road closures on Green, Douglas, SE Main and SE 3rd St ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: Lee's Summit Police Department PHONE: 969-1708

CONTACT PERSON: Beth Glover FAX: 969-1635

ADDRESS: 10 NE Tudor Road CITY/STATE/ZIP: Lee's Summit, MO 64086

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PROPERTY OWNER

Print name: \_\_\_\_\_

APPLICANT

Beth Glover

Administrative Notes (do not write below this line)

Approved Planning & Codes Administration



## 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"/>	1. Applicant – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Written approval from the property owner agreeing to the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Description of the site on which the proposed event is to be held
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Date(s) of the proposed event
<input checked="" 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"><li>• the hours of operation,</li><li>• anticipated attendance,</li><li>• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,</li></ul>
<input checked="" 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 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

Special Event Checklist  
Lee's Summit Police Department  
Boos, Barks & Badges Halloween Parade

1. Beth Glover  
Community Interaction Officer  
Lee's Summit Police Department  
10 NE Tudor Road  
Lee's Summit, MO 64086  
(816) 969-1708
2. City of Lee's Summit
3. N/A
4. The parade will line up in City Hall Plaza (220 SE Green St.) and then proceed West on 3<sup>rd</sup> Street. It then will turn North onto SE Main Street, ending at Howard Station Park. Due to large amounts of foot traffic, the following road closures will be in effect for the length of the event:
  - a. SE Green Street, South of the Parking Garage to SE 3<sup>rd</sup> Street.
  - b. SE 3<sup>rd</sup> Street to SE Main Street (West side of railroad tracks).
  - c. SE Main Street, at 3<sup>rd</sup> Street to just South of parking lot located North of Mingle
  - d. SE Douglas Street from SE 2<sup>nd</sup> Street to SE 3<sup>rd</sup> Street
5. Saturday, October 29, 2016
6. The annual Boos, Barks & Badges Halloween Parade event will begin at 9am and end at approximately 1pm. Line-up begins at 9:30am at City Hall Plaza. The event will include the Halloween Parade, special displays from the LSPD, LSFD and LS Animal Control Division, food trucks, and trick-or-treating from participating businesses, and a costume contest in Howard Station Park. The entire event will conclude at approximately 1pm. Anticipated attendance is approximately 1,000 children and their parents, and 30 dogs and their owners.
7. Attached.
8. N/A
9. N/A
10. ?
11. N/A



## 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: <ul style="list-style-type: none"> <li>7. Location</li> <li>8. Hours of operation</li> <li>9. Anticipated attendance</li> <li>10. Buildings or structures to be used in conjunction with the event</li> <li>11. Proposed signs or attention attracting devices</li> <li>12. Public streets to be used, if any</li> </ul>			
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.			