



Planning & Codes Administration
Application Form

PERMIT NUMBER PRSE20170053 RECEIPT NUMBER 2017023842
SPECIAL EVENT: Emerald Isle Parade

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

EVENT DATE: March 11, 2017 EVENT TIME: 10am to 1:30pm

EVENT LOCATION/ADDRESS: Downtown Lee's Summit - 8th Street to 2nd Street ;
SE Main to SE Green Street ; 1st St from ^{Douglas to} SE Main ZONING OF PROPERTY: Commercial
(Route Map Attached) City Hall Plaza

APPLICANT Downtown Lee's Summit Main Street PHONE 816-246-6598
CONTACT PERSON Julie Cook FAX 816-246-7433
ADDRESS 13 SE Third St CITY/STATE/ZIP LS, MO 64063

PROPERTY OWNER _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____

PROPERTY OWNER

Julie Cook
APPLICANT

Print name: _____

JULIE COOK

Administrative Notes (do not write below this line)



LEE'S SUMMIT MISSOURI

Planning & Codes Administration Special Event Checklist

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

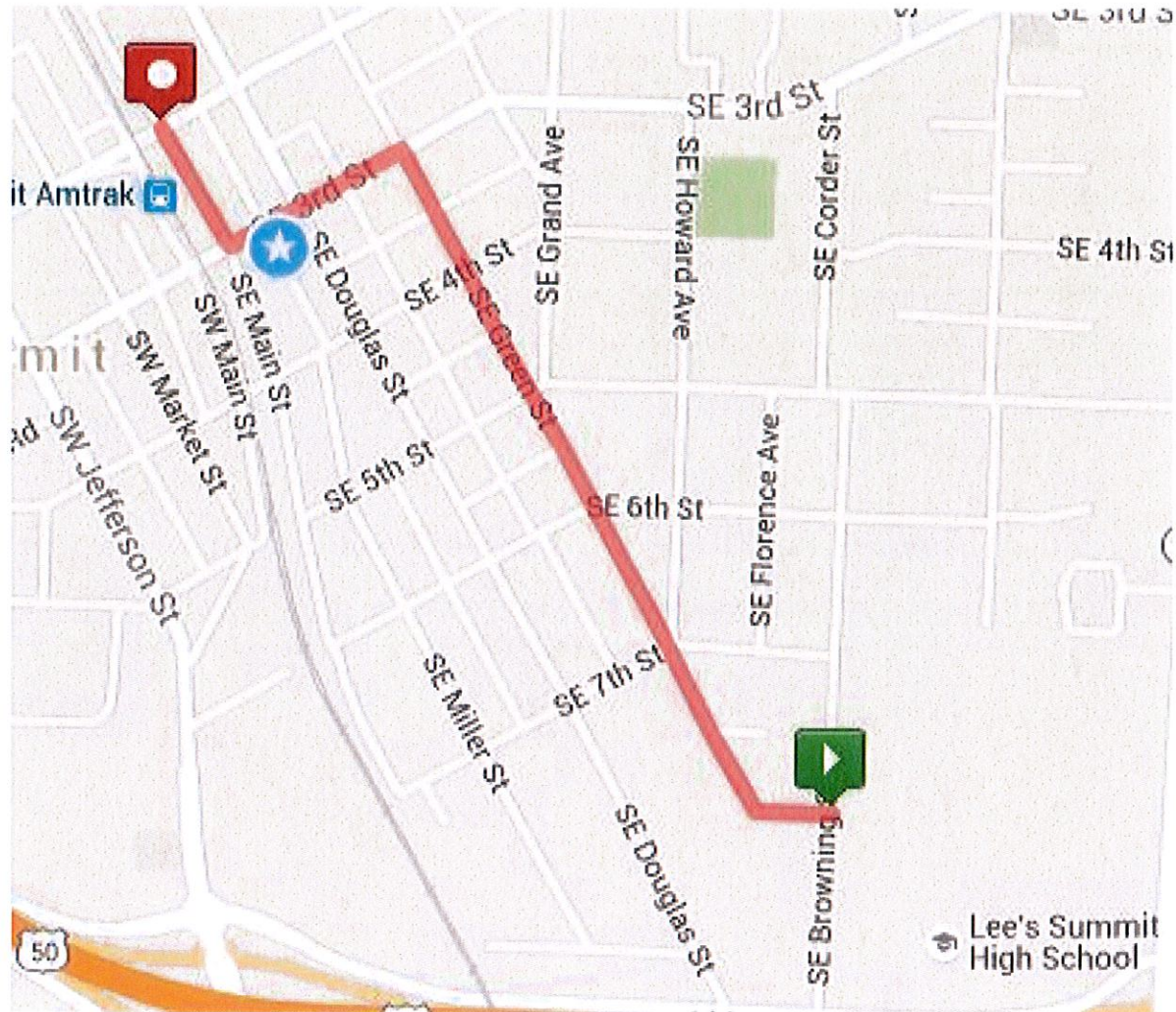
	Not		
Met	Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Applicant – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Property Owner – Name, Address and Telephone Number
<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" 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
Downtown Lee's Summit Main Street
Emerald Isle Parade**

- 1) Julie Cook
Events & Promotions Director
Downtown Lee's Summit Main Street
13 SE Third Street
Lee's Summit, MO 64063
(816) 246-6598
- 2) City of Lee's Summit
- 3) N/A
- 4) The parade will line up in the Lee's Summit High School main parking lot (400 SE Blue Parkway), then proceed to SE 8th Street and merge onto SE Green Street. It then will turn left onto 3rd Street, right onto SE Main Street, then cross 2nd Street. Once the parade crosses 2nd Street, LSPD will direct entries to pull over to the right side of the street to unload, or proceed in the left lane to keep moving. 1st Street from Douglas to SE Main will be blocked off to westbound traffic to allow floats to merge back into traffic.
- 5) March 11, 2017
- 6) The annual Emerald Isle St. Patrick's Day Parade will begin at noon and end at approximately 1:30 p.m. Line-up begins at 11 a.m. Floats, marching bands, vehicles, civic organizations, etc. will be part of the parade. A judging stand will be located at City Hall Plaza at the north side of Green and Third Streets. The event will also include an Irish Breakfast at Llywellyn's Pub, a Gold Coin Hunt in Howard Station Park, and a few food vendors along SE Main Street and City Hall Plaza. Anticipated attendance is approximately 7,500. Banners will be placed throughout the community advertising the event. We will submit permission letters from the property owners before hanging banners.
- 7) Attached
- 8) Four port-a-pots will be placed in the LSHS parking lot. Four port-a-pots will be placed at City Hall Plaza.
- 9) N/A
- 10) Attached
- 11) N/A

Downtown Lee's Summit Main Street Emerald Isle Parade Route and Description

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LEE'S SUMMIT MISSOURI

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

RECEIPT OF PAYMENT

Receipt Number:	2017023842
Receipt Date:	01/06/2017
Date Paid:	01/06/2017
Payment Method:	Credit Card,
Check Number:	,
Full Amount:	\$300.00
Amount Tendered	\$300.00
Paid By:	JULIE COOK, Address:3804 S MILTON DR, Phone:(816) 478-9870

Fees:

Fee Description	Reference / Application Number	Amount Paid
9110077-Special Event Permit - City Services 1 day or less fee	PRSE20170053	\$250.00
9110077-Special Event Permit (application fee)	PRSE20170053	\$50.00