



Planning & Codes Administration
Application Form

PERMIT NUMBER PRSE20170238 RECEIPT NUMBER 2017024116

SPECIAL EVENT: Bliss Bridal Event

☐ Athletic Event ☐ Mobile Food Vendor ☒ Event Signage ^{Banner} ☐ Other

EVENT DATE: Feb 25, 2017 EVENT TIME: 11:00 to 4:00

EVENT LOCATION/ADDRESS: 308 SE Douglas St # 25 SE 3rd St
LSMO 64063 ZONING OF PROPERTY: CBD

* Banner will be placed on 2/20/17 & down on 2/27/17

APPLICANT The Stanley Event Space PHONE 816 686 7778

CONTACT PERSON Bryan King FAX _____

ADDRESS 308 SE Douglas St CITY/STATE/ZIP LSMO 64063

PROPERTY OWNER Bryan King PHONE 816 686 7778

CONTACT PERSON Same FAX _____

ADDRESS 1217 Kettering Lane CITY/STATE/ZIP Raymore, Mo

Bryan King
PROPERTY OWNER
Print name: Bryan King

Bryan King
APPLICANT
Bryan King

Administrative Notes (do not write below this line)

\$50



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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• a narrative written description of the proposed event, to include: <ul style="list-style-type: none">• 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 checked="" 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



Planning & Codes Administration Special Event Checklist

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Submittal Requirements	Yes	No
Completed Special Events Application	X	
Ownership signature/permission	X	
Filing fee – See Schedule of Fees and Charges for applicable fee	X	
Checklist for Special Event Application	X	

*** 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."	X		
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.	X		
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14	X		
C.1. Name of Event	Name and/or brief description of the event.	X		
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.			X
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee	X		
C.4. Narrative	A written narrative, fully describing the proposed event, including: <ul style="list-style-type: none"> • 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 	X		
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.			X

Table 1. General Application Requirements

[illegible]

Bliss Bridal Event Narrative:

The Bliss Bridal Event began in 2012. In 2015, we first had the signage across 3rd Street and received a lot of attendees due to this signage. In 2017 the Bliss Bridal Event is on Saturday, February 25, 2017 from 11 am until 4 pm. It will be located at The Historic Space at The Stanley, 25 SE 3rd Street and The Aspen Room at The Stanley, 308 SE Douglas Street. We have 25 vendors and we are expecting about 200 brides.

We are wanting to have a 3 foot by 25 foot vinyl street banner across 3rd Street from The Historic Space (25 SE 3rd Street) across to Bike America (32 SE 3rd Street). The Banner would be put up on February 20, 2017 and taken down on February 27, 2017. The Banner would be promoting the event only with logo, time, day and location. It would be two sided so it could easily be seen and understood from both directions. It would be put up and taken down by KC Banner who we used in 2015 and 2016.

Any questions, please contact Bryan King at 816-686-7778



LEE'S SUMMIT MISSOURI

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

RECEIPT OF PAYMENT

Receipt Number:	2017024116
Receipt Date:	02/02/2017
Date Paid:	02/02/2017
Payment Method:	Check,
Check Number:	3396,
Full Amount:	\$50.00
Amount Tendered	\$50.00
Paid By:	THE STANLEY HISTORIC EVENT SPACE, Address:308 SE DOUGLAS STREET, Phone:(816) 600-2065

Fees:

Fee Description	Reference / Application Number	Amount Paid
9110077-Special Event Permit (application fee)	PRSE20170238	\$50.00

