



LEE'S SUMMIT MISSOURI

Planning & Codes Administration Application Form

PERMIT NUMBER: PRSC20170999 RECEIPT NUMBER: 2017025032

SPECIAL EVENT: FRIDAY NIGHT LIGHTS TITAN SK

☒ Athletic Event

☐ Mobile Food Vendor

☐ Event Signage

☐ Other

EVENT DATE(S): 08/04/17 EVENT TIME(S): 8:00pm to 10:00pm

EVENT LOCATION/ADDRESS: 2600 SW WARD RD. C.S. MO.

LEE'S Summit West H.S. ZONING OF PROPERTY: AG

APPLICANT: JOHN BOENKER PHONE: 816-935-3439

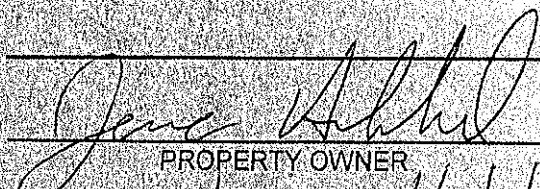
CONTACT PERSON: JOHN BOENKER FAX: _____

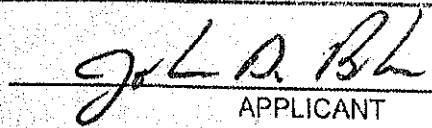
ADDRESS: 3204 SW TIARA LN. CITY/STATE/ZIP: LEE'S Summit, Mo. 64082

PROPERTY OWNER: R#7 SCHOOL DIST. PHONE: 816-986-4000

CONTACT PERSON: JEREMIE HUBBARD FAX: 816-986-4113

ADDRESS: 2600 SW WARD RD CITY/STATE/ZIP: LS. MO. 64081


PROPERTY OWNER
Print name: Jereme Hubbard


APPLICANT
JOHN BOENKER

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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">• 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 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 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



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: 7. Location 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 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.	✓		

City of Lee's Summit

Department of Planning and Development

Special Events Checklist

1. Applicant- Name, Address and Telephone Number

- a. John Boenker, Lee's Summit West Booster Club-Football
4501 SW Aft, LS, MO 64082. 816-935-3439

2. Property Owner- Name, Address, and Telephone Number

- a. Jereme Hubbard, Athletic Director, Lee's Summit West High School,
2600 SW Ward Road, LS, MO. 64082. 816-986-4000

3. Written approval from the property owner agreeing to the proposed event.

It is with full permission that the Lee's Summit R-7 Schools supports the Lee's Summit West Touchdown Club's inaugural Friday Night Lights Titan 5k Run/Walk at Lee's Summit West High School. We also appreciate the City and Police Department's cooperation in patrolling Ward Road during the timeframe of approximately 8-8:45 p.m. on Friday August 4th, 2017.

1. 

Jereme Hubbard, Athletic Director

2. 

Dr. David Sharp, Principal

4. Description of the site on which the proposed event is to be held.

Friday Night Lights Titan 5K Run/Walk is proposed to begin at Lee's Summit West High School near the Activity Complex behind the high school. Participants will run up the drive toward Ward Road. Turn left (north) on Ward (remaining next to curb in south-bound lane to minimize traffic disruption) to Scherer Road. Turn left and circle back on adjacent walking trail/sidewalk. Turn right into Lee's Summit West parking lot. The race ends on the track.

5. Date(s) of the proposed event

Friday, August 4th, 2017

6. A narrative written description of the proposed event, to include: hours of operation, anticipated attendance, buildings/structures, signs or attention-attracting devices proposed to be used in conjunction with the event, state what public streets, if any, are requested to be used for the special event.

The Friday Night Lights Titan 5K Run/Walk is planned to be an annual event. This event is hosted by the Lee's Summit West Touchdown Club and sponsored by many area businesses. The purpose of the event is to raise funds for Lee's Summit West High School football program and promote community spirit. The race begins at 8 p.m. and participants are expected to finish by approximately 8:45 or 9 p.m. on the track. The entire event will be finished and cleaned up before 11 p.m. The only signs used would be yard signs or banners posted at various R#7 school sites and approved business sites. The only public street used will be Ward Road for a short stretch (the high school to Scherer) and very short duration (approximately 30-45 minutes in one lane). The race route is a pre-approved route recognized by the Lee's Summit Police Department and City Planning Administration. A Fun Run course for younger children will be offered and stay on the campus.

7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, street and property lines.

A site plan is attached.

8. Location and number of proposed temporary public toilets.

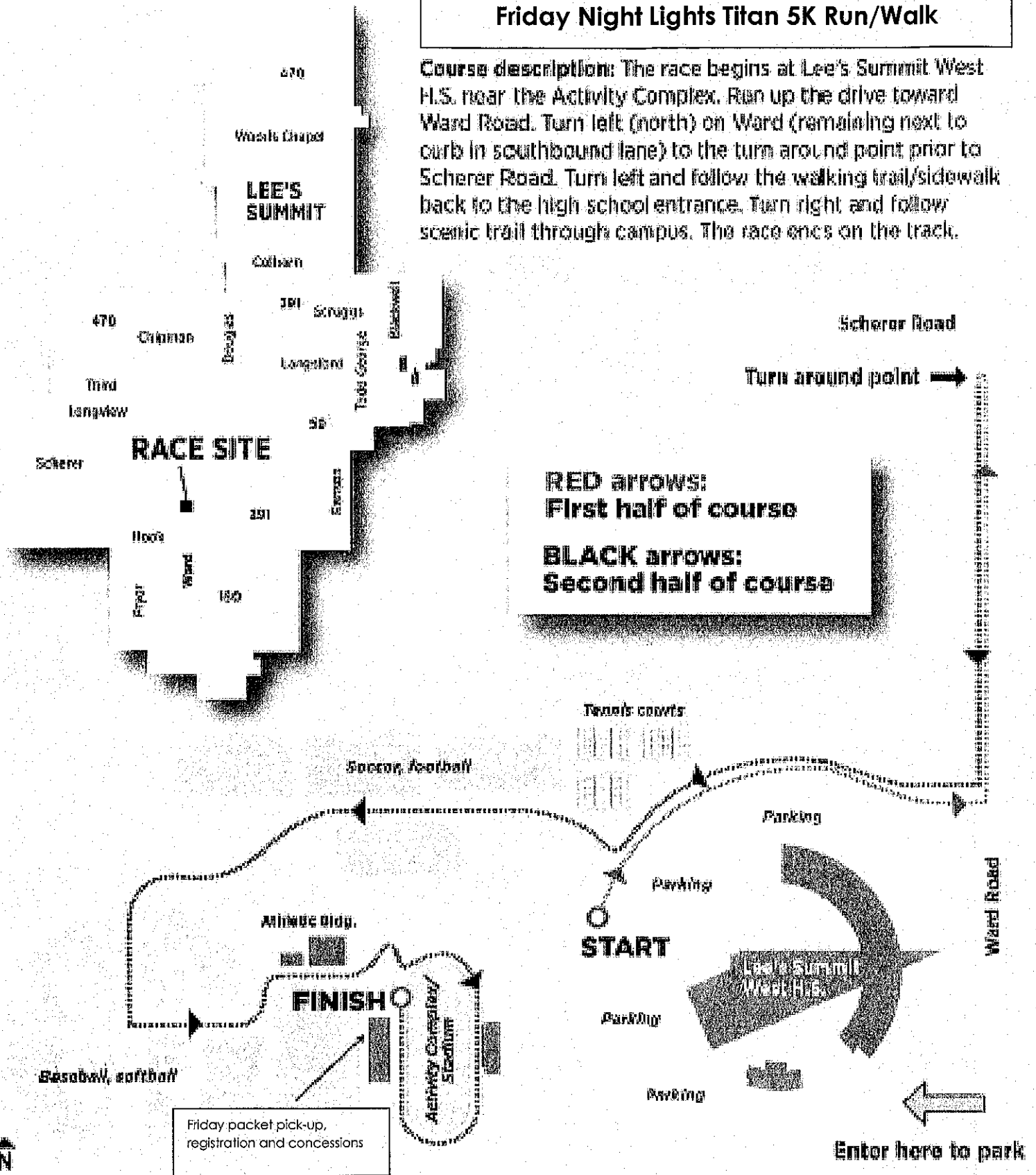
We will use the public toilets located within the Stadium Activity Complex.

9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.

Not applicable

Friday Night Lights Titan 5K Run/Walk

Course description: The race begins at Lee's Summit West H.S. near the Activity Complex. Run up the drive toward Ward Road. Turn left (north) on Ward (remaining next to curb in southbound lane) to the turn around point prior to Scherer Road. Turn left and follow the walking trail/sidewalk back to the high school entrance. Turn right and follow scenic trail through campus. The race ends on the track.





LEE'S SUMMIT MISSOURI

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

RECEIPT OF PAYMENT

Receipt Number:	2017025032
Receipt Date:	04/05/2017
Date Paid:	04/05/2017
Payment Method:	Check, Check,
Check Number:	4614, 4615,
Full Amount:	\$450.00
Amount Tendered	\$450.00
Paid By:	LEE'S SUMMIT WEST TITANS BOOSTER CLUB, Address:2600 SW WARD RD

Fees:

Fee Description	Reference / Application Number	Amount Paid
9110077-Special Event Permit (application fee)	PRSE20170999	\$50.00
9110077-Special Event Permit-Route 2 (Ward Road Area)	PRSE20170999	\$400.00