



Planning & Codes Administration
Application Form

PERMIT NUMBER: PRSE20171369 RECEIPT NUMBER: _____

SPECIAL EVENT: VINTAGE MARKET DAYS

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

EVENT DATE(S): JUNE 9-11 EVENT TIME(S): 10am to 4pm

EVENT LOCATION/ADDRESS: Metropolitan Community College - Lakeside

500 S.W. Lakeside Rd. LS, MO 64081 ZONING OF PROPERTY: _____

APPLICANT: VINTAGE MARKET DAYS PHONE: 710-632-5948

CONTACT PERSON: KATE HENDRIX FAX: _____

ADDRESS: 701 SW WINTERBARK DR CITY/STATE/ZIP: LS, MO 64081

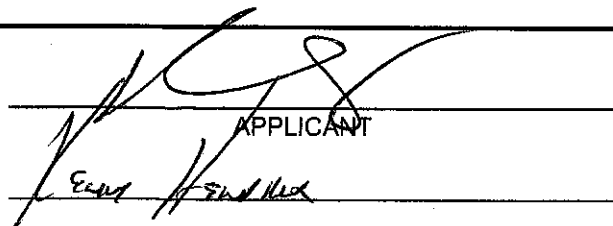
PROPERTY OWNER: Metropolitan Community College PHONE: 816-604-7144

CONTACT PERSON: SARAH VANDY FAX: _____

ADDRESS: 500 SW Lakeside Rd CITY/STATE/ZIP: LS, MO 64081


PROPERTY OWNER

Print name: Kirk A. Noles


APPLICANT
Kate Hendrix

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official → <i>SEAN HARRIS</i> <i>will be completed</i>



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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: <ul style="list-style-type: none"> 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.			

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You):

Any and all locations or part thereof that is leased to you for your use in your business, but only if you have agreed, in a written contract, to provide additional insured coverage for that location or part thereof.

2. Name of Person or Organization (Additional Insured):

Any person or organization with whom you have agreed, in a written contract, to add such person or organization as an additional insured on your policy with respect to the above premises, provided such written contract is fully executed prior to an "occurrence" in which coverage is sought under this policy.

3. Additional Premium: Included

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

- 1. Any "occurrence" which takes place after you cease to be a tenant in that premises.**
- 2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.**

To Whom it May Concern:

Please see narrative below regarding Vintage Market Days event June 9-11 in at MCC-Longview.

Vintage Market Days of South Kansas City Metro is bringing over 100 vendors to Metropolitan Community College-Longview at 500 Longview Road, Lees Summit on June 9-11, 2017. The event includes vendors local to Kansas City and surrounding states. The event will also host five food trucks and provide live music.

The event is scheduled from 10am-5pm on Friday and Saturday and 10am-4pm on Sunday. The event will be in the parking lot just west of the Cultural Arts Building (notated on map). The vendors will either provide their own tent or use tents rented by Vintage Market Days. Most tents range in size of 10x10-10x40 with eight 20x20 tents and a couple of larger 20x30 tents.

Food truck vendors have already been provided the information and resources of Jackson County for food permits, etc.

The anticipated attendance is 10-12k over the three day period.

The event has an entrance fee of \$10 on Friday and \$5 on Saturday and Sunday.

Security will be provided by Allied Security both during event hours and overnight.

Vendors opting for electricity will be provided through generators owned by Vintage Market Days.

Signs will be placed throughout the campus for directions to the main entrance.

Portable toilets will be scattered throughout the event to include disabled units. Approximately 10-12 toilets will be used.

