

City of Lees Summit

Department of Planning and Development

Special Event Checklist

Airport Open House 2017

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

		Not	
Met	Met	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant – Name, Address and Telephone Number
X	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	X	3. Written approval from the property owner agreeing to the proposed event <i>(City property, City event)</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	4. Description of the site on which the proposed event is to be held
X	<input type="checkbox"/>	<input type="checkbox"/>	5. Date(s) of the proposed event
X	<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,
X	<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.
X*	<input type="checkbox"/>		8. Location and number of proposed temporary public toilets
<input type="checkbox"/>	<input type="checkbox"/>	X*	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"/>	X*	10. Proof of liability insurance at time of application
X	<input type="checkbox"/>	<input type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official

****NOTES:*** *In addition to temporary toilets, there are restrooms inside the Airport terminal. Temporary water supplies will not be needed for the show. The Airport has its own liability insurance covering operations and events.*

City of Lees Summit
Department of Planning and Development
Application Form

APPLICATION TYPE:

☒ Special Event Permit for Airport Open House; Saturday, June 24th, 9 a.m. to 2 p.m.

PROPERTY LOCATION/ADDRESS: LS Municipal Airport, 2751 NE Douglas St., LS, MO 64064

ZONING OF PROPERTY: _____

APPLICANT City of Lee's Summit, LS Municipal Airport PHONE 816-969-1180

CONTACT PERSON John Ohrazda/Sarah Shore FAX 816-969-1184

ADDRESS 2751 NE Douglas St. CITY/STATE/ZIP LS, MO 64064

PROPERTY OWNER City of Lee's Summit PHONE 816-969-1000

CONTACT PERSON _____ FAX _____

ADDRESS 220 SE Green Street CITY/STATE/ZIP LS, MO 64063

ENGINEER/SURVEYOR _____ PHONE _____

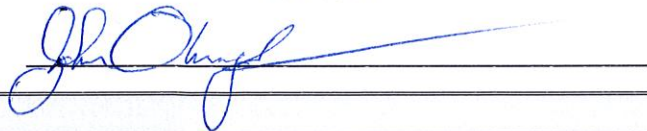
CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

City of Lee's Summit, MO
PROPERTY OWNER

City of Lee's Summit, MO, LS Municipal Airport
APPLICANT

Print name: John Ohrazda/Sarah Shore



City use only, do not write below this line.

Approved Planning & Development