



Planning & Codes Administration  
Application Form

PERMIT NUMBER: PRSE20172469 RECEIPT NUMBER: 2017028940

SPECIAL EVENT: \_\_\_\_\_

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

EVENT DATE(S): 8/11/17 - 10/11/17 EVENT TIME(S): 9:00 to 5:30 each day

EVENT LOCATION/ADDRESS: 789 NW Dorian Rd Lee's Summit, MO  
64063 ZONING OF PROPERTY: PMIX

APPLICANT: NorthPoint Development, LLC PHONE: (919) 730-0725

CONTACT PERSON: Grant Barnes FAX: \_\_\_\_\_

ADDRESS: 4825 NW Canal St. CITY/STATE/ZIP: Riverside, MO 64055

PROPERTY OWNER: Townsend Summit, LLC PHONE: (303) 947-2041

CONTACT PERSON: Steve Rich FAX: \_\_\_\_\_

ADDRESS: 11311 McCormick Rd STE 470 CITY/STATE/ZIP: Hunt Valley, MD 21031

Townsend Summit, LLC  
PROPERTY OWNER

Print name: Steve Rich

NorthPoint Development, LLC  
APPLICANT

Grant Barnes

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Written approval from the property owner agreeing to the proposed event
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Description of the site on which the proposed event is to be held
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Date(s) of the proposed event
<input 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"><li>• the hours of operation,</li><li>• anticipated attendance,</li><li>• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,</li></ul>
<input 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 type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input 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 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



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**\*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: <ul style="list-style-type: none"> <li>7. Location</li> <li>8. Hours of operation</li> <li>9. Anticipated attendance</li> <li>10. Buildings or structures to be used in conjunction with the event</li> <li>11. Proposed signs or attention attracting devices</li> <li>12. Public streets to be used, if any</li> </ul>			
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.			





# LEE'S SUMMIT MISSOURI

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1000 | [cityofls.net](http://cityofls.net)

## RECEIPT OF PAYMENT

Receipt Number:	2017028940
Receipt Date:	07/21/2017
Date Paid:	07/21/2017
Payment Method:	Credit Card,
Check Number:	,
Full Amount:	\$50.00
Amount Tendered	\$50.00
Paid By:	NORTH POINT DEVELOPMENT, Address:8015 NW CANAL ST, Phone:(816) 888-7390

### Fees:

Fee Description	Reference / Application Number	Amount Paid
9110077-Special Event Permit (application fee)	PRSE20172469	\$50.00