



Planning & Codes Administration
Application Form

PERMIT NUMBER: PRSE20172694 RECEIPT NUMBER: 2017029315

SPECIAL EVENT: Chilifest

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

EVENT DATE(S): Oct. 14, 2017 EVENT TIME(S): 6 AM to 4 PM
Actual event 10 AM - 2 PM

EVENT LOCATION/ADDRESS: _____

ZONING OF PROPERTY: _____

APPLICANT: LS Sunrise Rotary PHONE: 816-810-4263

CONTACT PERSON: Joe Snook FAX: _____

ADDRESS: 1525 SE CAPE CIR CITY/STATE/ZIP: LS, MO 64081

PROPERTY OWNER: City of LS PHONE: _____

CONTACT PERSON: Steve Aldridge FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

APPLICANT

Print name: _____

Joseph D Snook

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">• 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 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



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: <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.			



CITY OF LEE'S SUMMIT

City Hall
220 SE Green Street
LEE'S SUMMIT, MISSOURI 64063

Application for Permit to Reserve
City Hall Space or Facility

PLEASE PRINT OR TYPE

DATE: 8-4-17Organization: LS Sunrise Rotary ClubName of Applicant: Joe SnookAddress: 1525 SE CAPE Cir
LS, Mo 64081Telephone Number: 816-810-4263

Emergency contact Telephone Number: _____

Application is hereby made to reserve certain public spaces or facilities at the City Hall building as follows:

1. Purpose or Objective: Chilifest is a fundraising event for the LS Sunrise and LS Afternoon Rotary Clubs. The funds raised from the event will be used to support local non-profit organizations in Lee's Summit.
2. Date(s): Oct. 14, 2017
3. Time and Duration: 6am-4pm (event time 10Am-2pm)
4. Number of persons expected to participate in this event: 200-300
5. Specific Location Desired:
 - ① Green street from 3rd St to garage entry drive
 - ② plaza for bounce house and face painter
 - ③ Strother conf. room for judges

P

6. Specific provisions required: ☒ Electrical Service* ☒ Water Service*

* indicated a fee will be charged for electricity and water use

___ Construction: ___ Stage or Platform ☒ Tent structures ___ Other (please explain)

Electrical 2 Bounce house
WATER 2 Wash/clean station
Tent- 10' x 10' tents will be used by chili contestants.

☒ Sale or ordering for sale of any goods or services (please explain):

Sale of alcohol
Sale of hot dogs & hamburgers
Sale of Soda & water

___ Unique Parking Needs (please explain): NA

___ ADA Accommodations (please describe): NA

☒ Barricades: Provide plan indicating how many and where

___ Other (Please explain): _____

* indicated a fee will be charged for electricity and water use

Mandatory Guidelines

1. Applicant agrees to not interfere with pedestrian traffic circulating throughout the facility.
2. Safe and unimpeded access to and from City Hall must be available at all times.
3. Interference with vehicular traffic, including parking, is not allowed.
4. Construction and installation for structures of any kind is limited to the Green Street and adjacent sidewalk. Exceptions may be allowed with approval of the City Architect.
5. All structures constructed on the premises must be self-supporting. Penetration of pavements, sidewalks and streets are strictly prohibited.
6. Applicant agrees to reimburse the City for any damages or costs incurred by the City as a result of this use.
7. Applicant agrees to remove all litter and debris resulting from this use.
8. Conditional Approval requires applicant to submit a Certificate of Insurance showing general liability insurance coverage meeting the City's minimum Liability coverage requirements, if: 1) the activity proposed by applicant involves the sale or ordering for sale of any goods or services or 2) Any construction activity.

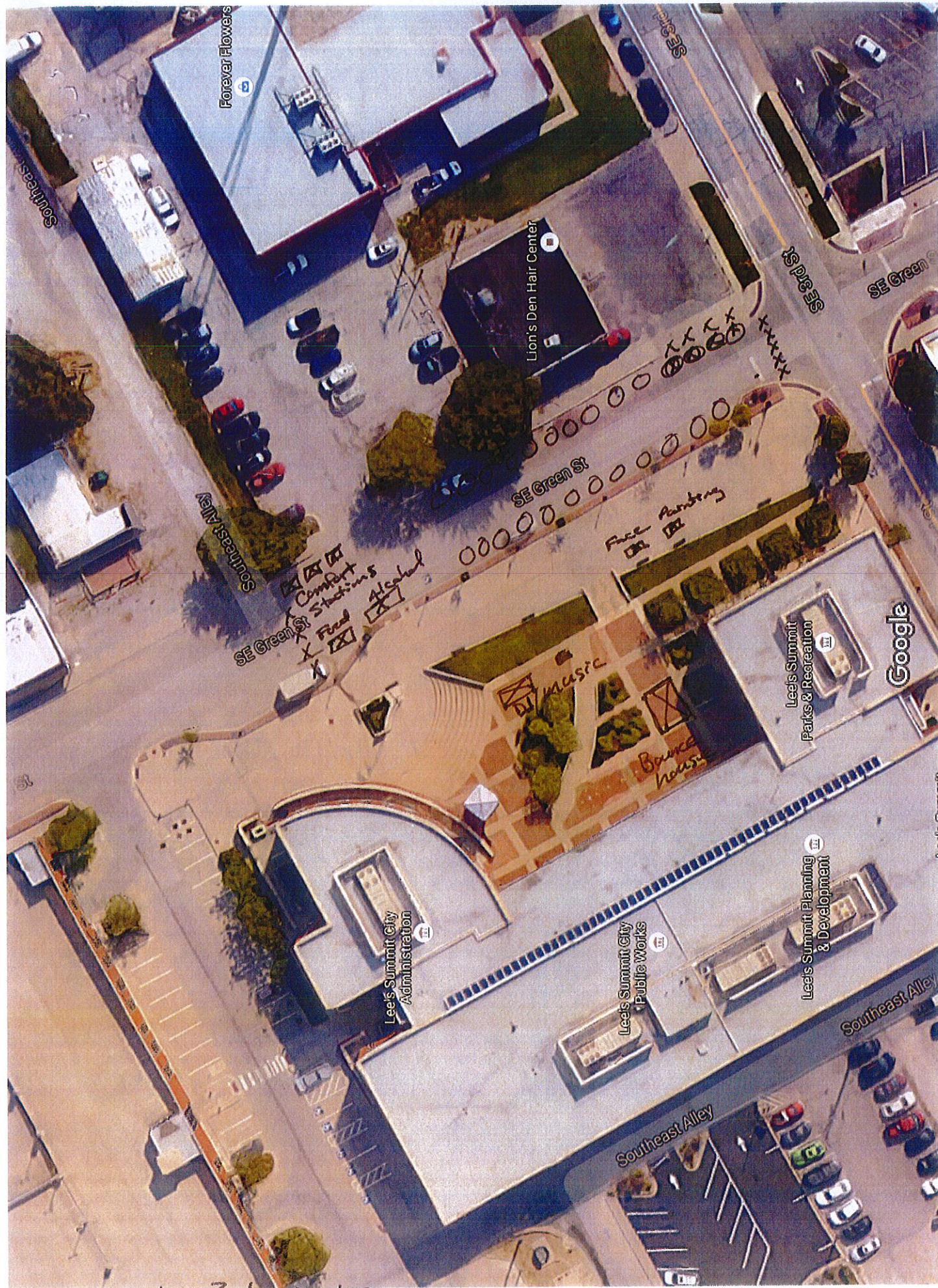
9. Reservations are granted on a first come, first serve basis; provided, however, that traditional activities and activities organized and conducted by the City will be given preference in scheduling and reserving use of the space or facility. Simultaneous occurring events will not be allowed.
10. All applicable laws, rules and regulations, including the code of Ordinances of the City ordinances will be strictly enforced.
11. No sound amplification will be allowed during normal business hours at City Hall or while any Council, Board, Authority or Commission is meeting.
12. Vehicles of any kind are not allowed on the sidewalks or brick pavers.
13. An application may be denied for any of the following:
 - The application is not fully completed and executed.
 - The application contains a material falsehood or misrepresentation.
 - The applicant is legally incompetent to sue or be sued.
 - The applicant has on prior occasions damaged City property and has not paid in full for such damage or has other outstanding or unpaid debts to the City.
 - The proposed use or activity is inconsistent with the uses of the space or facility.
 - The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the space or facility.
 - The proposed use or activity intended by the applicant would interfere with the ability of the City to conduct business at the City Hall Building.
 - The applicant has not or cannot comply with the applicable licensure requirements, ordinances or regulations concerning the sale or offering for sale of any goods or services.
 - The use or activity intended by the applicant is prohibited by law, rules or regulations, including the Code of Ordinances for the City.

X 
Applicant's signature (indicates concurrence with Guidelines)

Authorization for the above facility reservation permit is hereby:

____ APPROVED ____ APPROVED CONDITIONALLY ____ DISAPPROVED

Date: _____ Signed: _____
Stephen D. Aldridge, RA
City Architect



X - class 3 barricades
B - Child: Crookoff participant



LEE'S SUMMIT MISSOURI

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

RECEIPT OF PAYMENT

Receipt Number:	2017029315
Receipt Date:	08/04/2017
Date Paid:	08/04/2017
Payment Method:	Check,
Check Number:	2953,
Full Amount:	\$50.00
Amount Tendered	\$50.00
Paid By:	SNOOK JOSEPH D, Address:1525 SE CAPE CIR

Fees:

Fee Description	Reference / Application Number	Amount Paid
9110077-Special Event Permit (application fee)	PRSE20172694	\$50.00