



LEE'S SUMMIT MISSOURI

Planning & Codes Administration Application Form

PERMIT NUMBER: PRSE20173182 RECEIPT NUMBER: _____

SPECIAL EVENT: Candy Cane Course 5K/10K

☐ Athletic Event

☐ Mobile Food Vendor

☐ Event Signage

☒ Other

EVENT DATE(S): Dec 16 2017 EVENT TIME(S): 8 AM to 10 AM

EVENT LOCATION/ADDRESS: Paradise Park 1021 NE Colbern Rd

Lee's Summit MO 64086 ZONING OF PROPERTY: _____

APPLICANT: Bodies Health & Fitness PHONE: (816) 225-6911

CONTACT PERSON: Brad McCleary FAX: (816) 524-7733

ADDRESS: 1100 SE Century Dr CITY/STATE/ZIP: LS, MO 64081

PROPERTY OWNER: Jon Ellis PHONE: (816) 914-3396

CONTACT PERSON: 11 FAX: _____

ADDRESS: 1021 NE Colbern Rd CITY/STATE/ZIP: LSMO 64086

Leslie Grossman
PROPERTY OWNER

Print name: Leslie Grossman

Brad McCleary
APPLICANT

Administrative Notes (do not write below this line)

RECEIVED

SEP 21 2017

Approved Planning & Codes Administration

Development Services



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 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

Candy Cane 5k/10k

***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. | ✓ | | |

Candy Cane Course 5k / 10k at Paradise Park on December 16th 2017

Will start setup around 6:30. Setup will not affect traffic. Will we only set out cones and arrows and pick them up immediately. The public street we will be using is NE Ball Dr. I've attached a map below.

From Paradise Park and the schools (Underwood Elementary & Bernard Campbell Middle School) to use their property. We have the Police Department and they said the course would work for them and to go ahead and submit. We have had roughly 500-600 people. We will be using Paradise Park's restrooms and may not use any portable toilets. If we do they will be set up in the Paradise Park parking lot following the event.

