

heather4285@yahoo.com

**LS LEE'S SUMMIT**  
MISSOURI

Planning & Codes Administration  
Application Form

PRSE20180651

PERMIT NUMBER: 1 RECEIPT NUMBER: \_\_\_\_\_  
SPECIAL EVENT: March for Our Lives Lee's Summit

☐ Athletic Event

☐ Mobile Food Vendor

☐ Event Signage

☐ Other

EVENT DATE(S): 3.24.18 EVENT TIME(S): 10:30 to 2

EVENT LOCATION/ADDRESS: city hall

ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: Heather Alvarado PHONE: 405 8305

CONTACT PERSON: Heather Alvarado FAX: \_\_\_\_\_

ADDRESS: 405 SE 3rd CITY/STATE/ZIP: LS MO 64063

PROPERTY OWNER: \* SEE CITY HALL PLAZA PERMIT (PENDING) PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PROPERTY OWNER

APPLICANT

Print name: \_\_\_\_\_

Administrative Notes (do not write below this line)



Approved Planning & Codes Administration

RECEIVED

MAR 14 2018



## 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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





## CITY OF LEE'S SUMMIT

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

RECEIVED

MAR 14 2018

Development Services

### Application for Permit to Reserve City Hall Space or Facility

DATE: 3/12/18 PLEASE PRINT OR TYPE

Organization: "March For Our Lives"

Name of Applicant: Heather & Alyssa Alvarado

Address: 405 SE 3rd

LS MO 64063

Telephone Number: 816 405 8305 (Heather)

8822141  
816-8822141 (Alyssa)

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: "March For Our Lives" to promote safe schools. Protestors will have signs to carry. Family friendly event. This event is in conjunction with the D.C. event at the same time.

2. Date(s): 3.24.18

3. Time and Duration: noon - 2:30

4. Number of persons expected to participate in this event: 250 (?)

5. Specific Location Desired: Begin at Harris Park & walk to City Hall.



- \* NO PORTA-POTTIES
- \* BARRICADES AT GREEN/3RD & GREEN AT PARKING GARAGE
- \* PORTABLE MIC & SPEAKER
- \* TABLES FOR INFO SET UP ON PLAZA, NOT IN THE STREET.

