



# LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

PERMIT NUMBER: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

SPECIAL EVENT: LSPR Night Flight 5K

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

EVENT DATE(S): Friday 10/1/21      EVENT TIME(S): 9p to 11p

EVENT LOCATION/ADDRESS: Legacy Park Amphitheater  
891 NE Bluestem Dr      ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: City of LS - Parks      PHONE: 1526

CONTACT PERSON: Jodi Jordan      FAX: \_\_\_\_\_

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

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

Jodi Jordan  
PROPERTY OWNER

\_\_\_\_\_  
APPLICANT

Print name: Jodi Jordan

**Administrative Notes** (do not write below this line)

Approved Development Services Department



## Special Event Permit 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 – <b>See Schedule of Fees and Charges for applicable fee</b>		
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.			



## **LSPR Night Flight 5k planning and execution**

**Description:** This is the 40th Annual Night Flight 5K Run. The route will begin and end at the Legacy Park Amphitheater. The course features a scenic route on the Legacy trail. Participants will be allowed to enjoy yard games and make smores in the Legacy Park Amphitheater venue after the race. The event is co-sponsored by Lee's Summit Medical Center and Lee's Summit Parks and Recreation (contact: Jodi Jordan, Assistant Superintendent of Recreation Services)

**Date:** Night Flight is an annual 5k race typically held on the first Friday in June. Due to Covid restrictions the 2021 race was pushed back to the fall. This year's event will be held on Friday, October 1, 2021. This is the 40<sup>th</sup> year anniversary for this event.

**Narrative:** The event starts and finishes at the Legacy Park Amphitheater. The run will use the trails and roadways (Bluestem drive and Legacy Park Drive) of Legacy Park. The amphitheater parking lot, restrooms and venue will be used for pre and post event activities.

**Time:** The run is scheduled to start at 9:00pm. The event will conclude by 11:00pm.  
**Attendance:** Estimating 300-350 runners at the event

**LSPD:**

Police will not be needed for this event as runners will be on the trail or Legacy Park Drive which will be closed off with barricades and monitored by volunteers.

**LSFD:**

LSFD to provide EMT unit on site of event. If not available will stay in communication with the event coordinator of any issues/assist calls they receive from runners

### Site plan:

Exact route not yet finalized. 5K will start at Legacy Park Amphitheater and use the trail, and parts of Legacy Park Drive. Staff and volunteers will close down the park entrances and the entrance to Bluestem and Legacy Park drive while runners are still on the course.

