



# LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

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

SPECIAL EVENT: Greater KC Womens Half Mara, 45K - Presented by Hy-Vee

☒ Athletic Event      ☐ Mobile Food Vendor      ☐ Event Signage      ☐ Other  
Set Up Date: 5-21-22      8:30Am to 7:00pm  
EVENT DATE(S): 5-22-22      EVENT TIME(S): 7:30Am to 11:45Am

EVENT LOCATION/ADDRESS: City Hall Complex - 220 SE Green Street  
Lee Summit, MO 64063      ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: Premier Event Management      PHONE: 504-628-3155  
CONTACT PERSON: Bill Burke      FAX: \_\_\_\_\_  
ADDRESS: 505 A South Al Davis Rd      CITY/STATE/ZIP: Harahan, LA  
70123

PROPERTY OWNER: Lee Summit      PHONE: 816-969-1239  
CONTACT PERSON: Jennifer Thompson      FAX: \_\_\_\_\_  
ADDRESS: 220 SE Green Street      CITY/STATE/ZIP: Lee Summit, MO  
64063

\_\_\_\_\_  
PROPERTY OWNER      Bill Burke  
APPLICANT  
Print name: \_\_\_\_\_ Bill Burke

**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***

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 type="checkbox"/>	<input checked="" 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"><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 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 type="checkbox"/>	<input checked="" 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





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## 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 – 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.	✓		



January 3, 2022

Jennifer Thompson  
Senior Planner  
220 SE Green Street  
Lee's Summit, MO 64063

Dear Jennifer,

I hope you had a great holiday season and are now getting into the swing of the new year. I wanted to get these documents in front of you as the rescheduled Greater Kansas City Women's Half Marathon & 5K from Lee's Summit is once again on the calendar for Sunday, May 22, 2022.

And just like last year, we have plans for four events in the Hy-Vee Women's Running Series, that we hope to produce in the 2022 calendar year from Lee's Summit, Des Moines, Omaha and the Twin Cities area of Bloomington, Minnesota.

#### **EVENT COURSE / CITY SERVICES**

Once again, the Lee's Summit event would start and finish from the Lee's Summit City Hall Complex on SE Green Street and would have both a Half Marathon and a 5K distance for athletes to choose from. And like the 2021 event that was postponed, all City Services for this event would be paid for by Premier Event Management. These cost, would include, pre planning meeting, police, traffic control assistance, and Fire / EMS used for the event.

#### **CONING & TRAFFIC ASSISTANCE**

Premier Event Management has over 1,000 traffic cones that it would be on hand for use at the Lee's Summit event. These would be used to assist with coning of roadways in the community and assist with traffic control in and around the City Hall Complex near the start, finish line for the event.



**VOLUNTEER / LOCAL SUPPORT**

Once again, our volunteer plans include reaching back out to the three local Lee's Summit High Schools in the community to assist us in the following areas, water stations, start & finish line assistance, and post event clean up and breakdown. Financial donations will be made to each school following the event to thank them for there support.

**INSURANCE / CERTIFICATION**

Each event in the National Women's Half Marathon Series is insured through USA Track & Field which is the National Governing Body of Road Racing in the United States. Also, each event in this series will have its Half Marathon certified to ensure it is the proper distance of 13.1 miles.

**HY-VEE, INC. / PRESENTING SPONSOR**

Once again for the 2022 series, the Lee's Summit, MO event is sponsored by Hy-Vee and every surrounding Hy-Vee Store in the Kansas City Region (17 Stores) will be marketing and promoting the Greater Kansas City Women's Half Marathon & 5K Road Race from Lee's Summit!

**NATIONAL CHARITY PARTNER**

The National Women's Half Marathon Series has once again partnered with the American Heart Assoication. Heart Disease & Stroke is the number one killer of women globally, and it's our hope that this series of events from Lee's Summit and across the country, can make a positive difference in the lives of women everywhere!

Thank you again Jennifer for your time and consideration in processing the attached paperwork som this event can return to Lee's Summit on Sunday, May 22, 2022!

Sincerely,



Bill Burke  
President / CEO  
Premier Event Management  
505A South Al Davis Road  
Harahan, Louisiana 70123