



## 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 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"> <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 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

## Special Event Permit Checklist

Good Afternoon,

I, Shannon Eggers, Store Manager at The Home Depot in Lee's Summit, MO, am submitting for a special event permit for our garden center specifically from March 1<sup>st</sup> through October 2<sup>nd</sup>, 2022. We will be using the parking lot on the east side of the building that will be fenced off which holds our trees and shrubs for the garden season.

We never anticipate attendance during this time, but at any given time there are usually 30-40 people shopping this area on a nice spring day. The only structure that we are using is pallets of mulch in the parking lot, as well as cinder blocks and black fencing to help hold this area up during weather events that come in, as well as make a safe walking/shopping environment for our customers while looking for products.

Attached is the picture in which we have that area gated off, but also have access for emergency vehicles to come into the area if needed. We have partner with the Fire Chief for this area as well.

If you have any further questions please let me know. Thanks!

Shannon Eggers

Home Depot – Store Manager

402-517-5402 (work cell)