LEE'S SUMMIT
MISSOURI

Special Event Permit
Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: _Tour de Lakes Bike Ride_

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

EVENT DATE(S): _Saturday, June 25 2022_ EVENT TIME(S): _7am_ to _2pm_

EVENT LOCATION/ADDRESS: _Longview Community Center (Start/Finish)_

4 routes thru Lee's Summit (routes attached) ZONING OF PROPERTY: _____

APPLICANT: _City of LS - Parks_ PHONE: _1559_

CONTACT PERSON: _Erin Keeney_ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

_____ _____
PROPERTY OWNER   APPLICANT

Print name: _Erin Keeney_ _____

Administrative Notes (do not write below this line)

_____

Approved Development Services Department

LEE'S SUMMIT
MISSOURI

Special Event Permit Checklist

A Completed Checklist Must Be Submitted With Each Special Event Permit Application

Met	Not Met	N/A	
☐	☐	☐	1. Applicant – Name, Address and Telephone Number
☐	☐	☐	2. Property Owner – Name, Address and Telephone Number
☐	☐	☐	3. Written approval from the property owner agreeing to the proposed event
☐	☐	☐	4. Description of the site on which the proposed event is to be held
☐	☐	☐	5. Date(s) of the proposed event
☐	☐	☐	6. a narrative written description of the proposed event, to include: • the hours of operation, • anticipated attendance, • any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
☐	☐	☐	7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
☐	☐	☐	8. Location and number of proposed temporary public toilets
☐	☐	☐	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
☐	☐	☐	10. Proof of liability insurance at time of application
☐	☐	☐	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.			

LSPR Tour de Lakes Planning

Description: This is the 20th Annual Tour de Lakes bike ride. The 4 routes will begin and end at the Longview Community Center. The ride, was established as a fundraising event to honor the memory of Tom Logan, a long-time Lee's Summit resident and avid bike rider. It includes four courses that encompass five area lakes throughout Grandview, Kansas City, Lee's Summit, and Blue Springs. The ride begins at the Longview Community Center located at View High and Third Street in Lee's Summit — near New Longview. There is a short, 10-mile ride that encircles Longview Lake. A slightly longer 32-mile ride that includes Longview Lake and Raintree Lake. A 56-mile route that includes Longview, Raintree and Lakewood. The longest course is 64 miles and tours Longview Lake, Raintree Lake, Lakewood, Blue Springs Lake, and Lake Jacomo.

The event will be run by Lee's Summit Parks and Recreation; Contact: Erin Keeney, Recreation Supervisor I

Date: Tour de Lakes will be held on Saturday, June 25, 2022

Narrative: The event starts and finishes at the Longview Community Center. The ride will use the roadways. The Longview Community Center parking lot will be used for registrations, pre and post event activities. parking, and house temporary restrooms for the duration of the event. Additionally, SAG's will be located through out Lees Summit for the riders. Each SAG will have food, water, Gatorade, bike mechanics and volunteers to assist the riders.

Time: The ride is scheduled to start at 7:00am. The event will conclude by 2:00pm.
Attendance: Estimating 700-900 riders at the event

LSFD
Stay in communication with the event coordinator of any issues/assist calls they receive from riders or bike assist

LSPD
Provide assistance with stationing officers at key intersections to assist riders and provide additional safety for riders

Routes Attached

LS

109th St

View High Dr

Start / Finish

Longview Rd

SAG Location
(Longview
Recreation Center)

Longview Rd

Longview
Lake

Raytown Rd

Sampson Rd

Scherer Pkwy

High Grove Rd

Lee's Summit PARKS & RECREATION

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Miles

LS

109th St

View High Dr

Longview Lake

Raytown Rd

Start/Finish

Longview Rd

Longview Blvd

Longview Rd

SAG Location
(Longview Recreation Center)

Sampson Rd

High Grove Rd

Scherer Rd/Pkwy

Pryor Rd

SAG Location
(Hawthorn Hill Elementary)

Hook Rd

Ward Rd

Raintree Dr

Georgetown

Raintree Lake

Ward Rd

Raintree Pkwy

N W E S

0   0.5   1

Miles

20th Annual Tour de Lakes
The Tom Logan Memorial Bike Ride
2022

56

East and West Lakewood Lakes

Lakewood Blvd

Fairway Homes Dr

Lake Dr

Channel Dr

Dick Howser Dr

SAG Location (East Lake Village)

Woods Chapel Rd

Gregory Blvd

Ralph Powell Rd

Independence Ave

Town Centre Dr

Town Centre Blvd

SAG Location (Mid-Continent Public Library)

Colbern Rd

Independence Ave

109th St

View High Dr

SAG Location (John Knox Village Administration Building)

Green St

Murray Rd

O'Brien Rd

Orchard St

Maple St

Longview Blvd

Longview Lake

Start / Finish

Raytown Rd

Longview Rd

SAG Location (Longview Recreation Center)

Sampson Rd

Longview Rd

High Grove Rd

Scherer Rd/Pkwy

Pryor Rd

Hook Rd

SAG Location (Hawthorn Hill Elementary)

Ward Rd

Raintree Dr

Georgetown

Raintree Lake

Ward Rd

Raintree Pkwy

Lee's Summit PARKS & RECREATION

LEE'S SUMMIT MISSOURI

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Miles

20th Annual Tour de Lakes

The Tom Logan Memorial Bike Ride

2022

LS

64

East and West Lakewood Lakes

Lake Rdg

Campground Rd

SAG Location (Pottberg Park)

Bowlin Rd

Turkey Hollow Rd

Lakewood Blvd

Blue Springs Reservoir

Woods Chapel Rd

Liggett

Lake Dr

SAG Location (East Lake Village)

Liggett Cove Rd

Woods Chapel Rd

Ralph Powell Rd

SAG Location (Mid-Continent Public Library)

Lake Jacomo

Gregory Blvd

Park Rd

Independence Ave

Colbern Rd

Cyclone School Rd

Prairie Lee Lake

109th St

View High Dr

SAG Location (John Knox Village Administration Building)

Green St

O'Brien Rd

Orchard St

Murray Rd

Maple St

Raytown Rd

Longview Lake

Longview Blvd

Start / Finish

Longview Rd

Sampson Rd

Longview Rd

SAG Location (Longview Recreation Center)

Pryor Rd

High Grove Rd

Scherer Rd/Pkwy

SAG Location (Hawthorn Hill Elementary)

Hook Rd

Ward Rd

Raintree Dr

Georgetown

Ward Rd

Raintree Pkwy

N W E S

0   0.75   1.5

Miles

Lee's Summit PARKS & RECREATION

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