



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Unnatrually Aspirated Poker Run to Car Show - Charity Event

Athletic Event Mobile Food Vendor Event Signage Other

EVENT DATE(S): September 11, 2022 EVENT TIME(S): 9:00am to 11:00am

EVENT LOCATION/ADDRESS: Lee's Summit Municipal Airport - North Apron/parking

2751 NE Douglas St, Lee's Summit, MO 64064 ZONING OF PROPERTY: Airport

APPLICANT: Unnaturally Aspirated PHONE: 913-669-2367

CONTACT PERSON: Mark Macoubrie FAX: N/A

ADDRESS: 9608 E 77th Street CITY/STATE/ZIP: Raytown, MO 64138

PROPERTY OWNER: City of Lee's Summit PHONE: 816 969 1800

CONTACT PERSON: Joel Arrington FAX: N/A

ADDRESS: 2525 NE Douglas St CITY/STATE/ZIP: Lee's Summit, MO 64064

City of Lee's Summit
PROPERTY OWNER

Unnaturally Aspirated
APPLICANT

Print name: Joel Arrington

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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">• the hours of operation,• anticipated attendance,• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
<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 type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	10. Proof of liability insurance at time of application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official



Special Event Permit Checklist

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

Submittal Requirements	Yes	No
Completed Special Events Application	<input type="checkbox"/>	<input type="checkbox"/>
Ownership signature/permission	<input type="checkbox"/>	<input type="checkbox"/>
Filing fee – See Schedule of Fees and Charges for applicable fee	<input type="checkbox"/>	<input type="checkbox"/>
Checklist for Special Event Application	<input type="checkbox"/>	<input type="checkbox"/>

*** 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.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.1. Name of Event	Name and/or brief description of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.4. Narrative	A written narrative, fully describing the proposed event, including: <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>