



# LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

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

SPECIAL EVENT: Autism Festival

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

EVENT DATE(S): October 15, 2022 EVENT TIME(S): 12pm to 4pm

EVENT LOCATION/ADDRESS: 520 NE Colbern Rd. Lees Summit, MO 64086

Parking Lot ZONING OF PROPERTY: Commercial

APPLICANT: LiLo LLC dba Success on the Spectrum PHONE: 816-643-4959

CONTACT PERSON: Justin Long FAX: 816-282-2680

ADDRESS: 520 NE Colbern Rd. Ste. CITY/STATE/ZIP: Lees Summit, MO 64086

PROPERTY OWNER: Jadan Development PHONE: 816-739-0492

CONTACT PERSON: Mike Sweeney, Curry Real Estate FAX: 816-452-4757

ADDRESS: 2700 Kendallwood Pkwy Ste.208 CITY/STATE/ZIP: Gladstone, MO 64119

Jadan Development LLC LiLo LLC dba Success on the Spectrum  
PROPERTY OWNER APPLICANT

Print name: Mike Sweeney (Prop. Mgr) Justin Long, Success on the Spectrum, Owner

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input checked="" 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 checked="" type="checkbox"/>	<input 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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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: <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.			