



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Boos, Barks & Badges Halloween Parade / trunk-or-treat

☐ Athletic Event

☒ Mobile Food Vendor

☐ Event Signage

☐ Other

EVENT DATE(S): Oct. 29, 2022 EVENT TIME(S): 0800 to noon

EVENT LOCATION/ADDRESS: City Hall plaza to 3rd St, 3rd St to Howard Station Park
on SE Main St. Road Closures on Green, Douglas
SE Main & SE 3rd. ZONING OF PROPERTY: _____

APPLICANT: LS Police Dept. PHONE: 969-1714

CONTACT PERSON: Carmen Spaeth FAX: 969-1635

ADDRESS: 10 NE Tudor Rd. CITY/STATE/ZIP: LS MO. 64084

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

APPLICANT

Print name: _____

CARMEN SPAETH

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 | | |
| Ownership signature/permission | | |
| Filing fee – See Schedule of Fees and Charges for applicable fee | | |
| Checklist for Special Event Application | | |

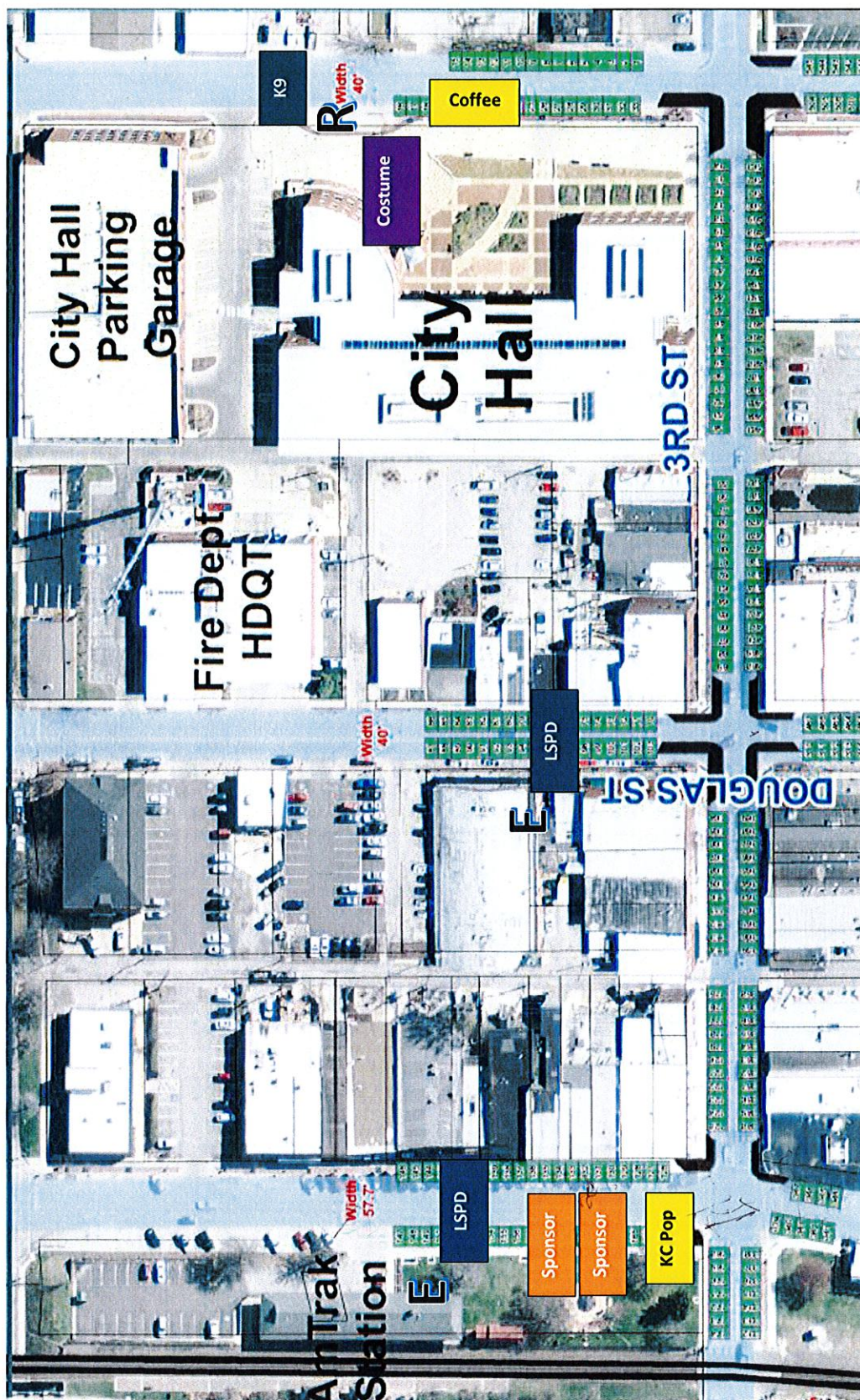
*** Applications missing any required item above will be deemed incomplete.**

| 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"> 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. | | | |

Special Event Checklist
Lee's Summit Police Department
Boos, Barks & Badges Halloween Parade

1. Carmen Spaeth
Community Interaction Officer
Lee's Summit Police Department
10 NE Tudor Road
Lee's Summit, MO 64086
(816) 969-1708
2. City of Lee's Summit
3. N/A
4. The costume contest will be at City Hall Plaza then the parade will line up in front of City Hall Plaza (220 SE Green St.) then proceed West on 3rd Street. It then will turn North onto SE Main Street, ending at Howard Station Park. Due to large amounts of foot traffic, the following road closures will be in effect for the length of the event:
 - a. SE Green Street, South of the Parking Garage to SE 3rd Street.
 - b. SE 3rd Street to SE Main Street (West side of railroad tracks).
 - c. SE Main Street, at 3rd Street, south side of 3rd St.
 - d. SE Douglas Street south of SE 2nd Street(at the dance studio) to the south side of SE 3rd Street
5. Saturday, October 29, 2022
6. The annual Boos, Barks & Badges Halloween Parade event will begin at 9am and end at approximately noon pm. Costume contest will begin at approximately 9:00am at City Hall Plaza. The event will include the Halloween Parade, special displays from the LSPD, LSFD and LS Animal Control Division, food trucks, in front of Howard Station Park, and trick-or-treating from participating businesses. The entire event will conclude at approximately noon. Anticipated attendance is approximately 1,500-2000 children and their parents, and 30 dogs and their owners.
7. Attached.
8. N/A
9. N/A
10. N/A

11. N/A



E = Electricity

R = Restroom