



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: *Emerald Isle Parade*

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

EVENT DATE(S): *Saturday, March 11, 2023* EVENT TIME(S): *9:30 am to 2 pm*

EVENT LOCATION/ADDRESS: *Parade line up and parade route maps*
attached. ZONING OF PROPERTY: _____

APPLICANT: *Downtown Lee's Summit Main Street* PHONE: *816-246-6598*

CONTACT PERSON: *Dannie Rodgers* FAX: *816-246-7433*

ADDRESS: *13 SE 3rd* CITY/STATE/ZIP: *Lee's Summit, MO 64063*

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

APPLICANT

Print name: _____

Dannie Rodgers, Jr.

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">• the hours of operation,• anticipated attendance,• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proof of liability insurance at time of application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official



Special Event Permit Checklist

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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"> 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
Downtown Lee's Summit Main Street
Emerald Isle Parade**

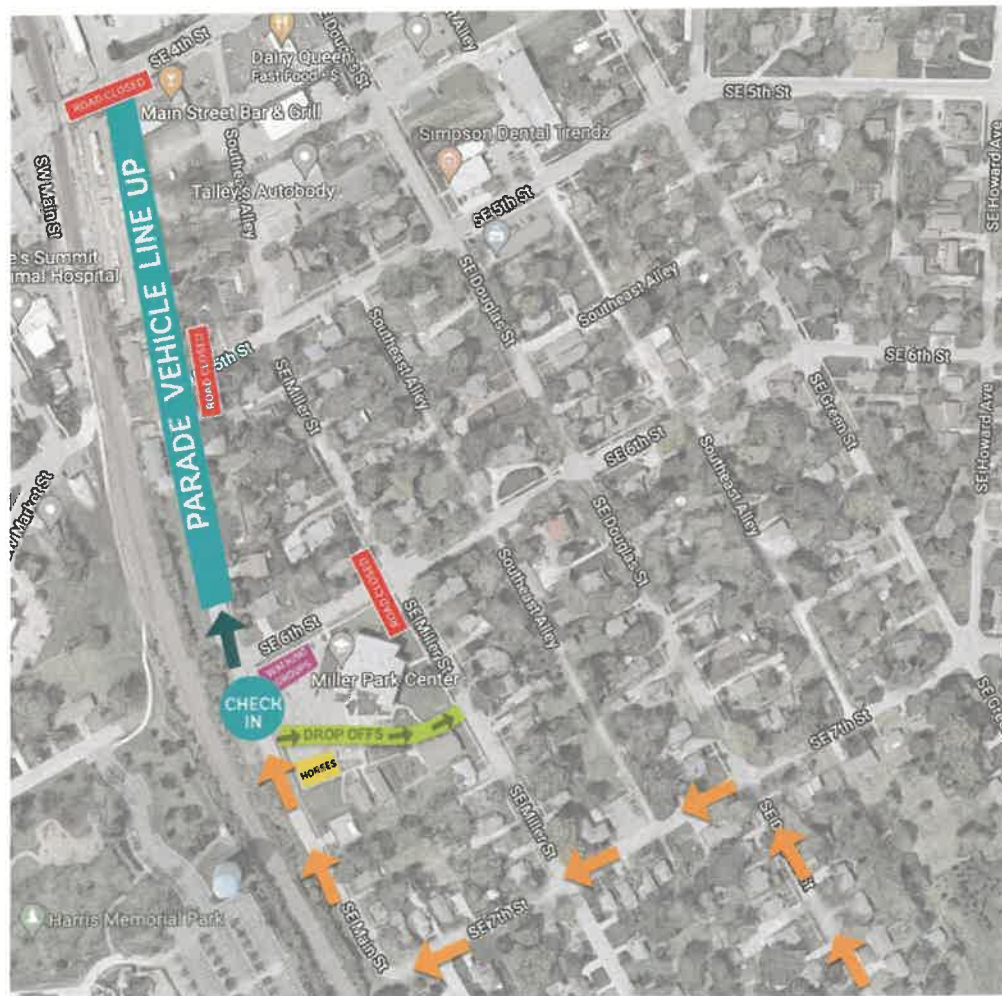
- 1) Donnie Rodgers, Jr.
Executive Director
Downtown Lee's Summit Main Street
13 SE Third Street
Lee's Summit, MO 64063
(816) 246-6598
- 2) City of Lee's Summit
- 3) LSR-7 has approved use of the parking lot at Miller Park Center (600 SE Miller St). Parade entries will use this area to drop-off participants, and walking groups and equestrian entries will gather in this lot.
- 4) The attached maps show parade vehicles will line up on SE Main Street, south of 4th Street to 6th Street. The parade route will proceed north on SE Main Street, turn east on 3rd Street, then south on Green Street. Once the parade reaches 6th & Green Street, LSPD and event volunteers will direct entries to turn right on to 6th Street heading back to Miller Park Center to unload. An LSPD Officer will be stationed at 6th & Green Street to assist floats as they merge back into traffic.
- 5) March 11, 2023
- 6) The Emerald Isle Parade will begin at Noon and end at approximately 1:30 p.m. Line-up begins at 11 a.m. Entries will include floats, marching units, businesses, civic organizations, political candidates. Each entry is limited to 1 vehicle, and the parade may not exceed 100 entries. A judging stand will be placed at 3rd and Douglas Streets at 9:30 a.m. The event will also include a Gold Coin Hunt in Howard Station Park at 11:30 a.m., and a few food vendors in City Hall Plaza. Anticipated attendance is 7,000. We request to place a banner on the fence in Howard Station Park, advertising the date of the event.
- 7) Attached
- 8) A total of 20 portable restrooms will be distributed along the parade route at 5 locations, with units placed at 4th and SE Main, SW Main and 3rd, alley north of 3rd next to Brick's Pub, alley south of 3rd between Stuey's and Arcade Alley, and near the intersection of 3rd and Douglas. Restrooms will remain in place for the pub crawl.
- 9) N/A
- 10) On file with the City of Lee's Summit.






- 11) Electrical Plan: We need access to the tree whips at the intersection of 3rd and Douglas streets. Please have power live from 8am-3pm on March 11th.

Parade Line Up

Parade vehicles will line up on SE Main Street between 4th & 6th Street starting at 11 a.m. "ROAD CLOSED" denotes an LSPD vehicle will close the street to thru traffic.

EMERALD ISLE PARADE LINE UP MAP 2023



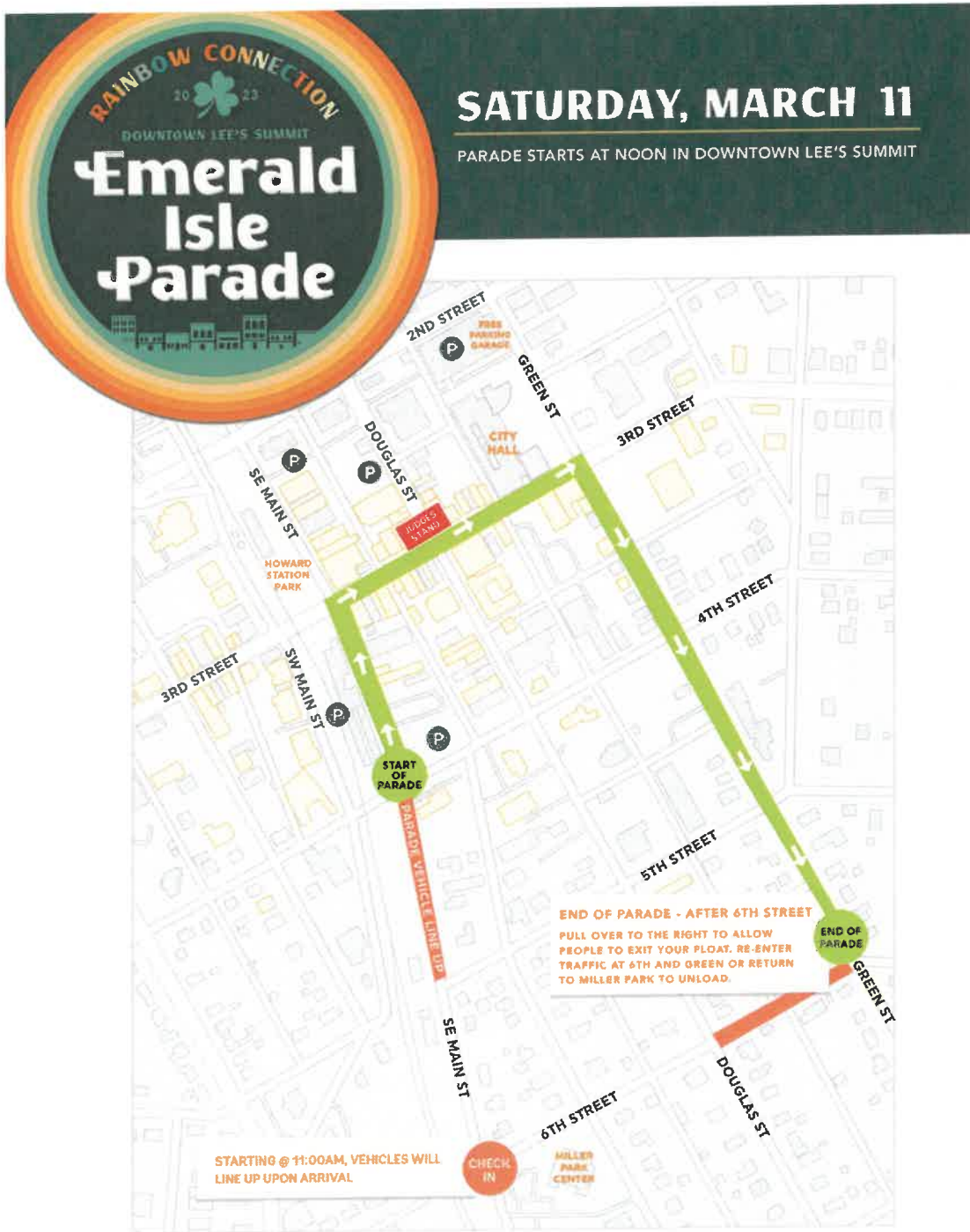
-  **ARRIVAL:**
Head west on 7th street and north on SE Main to check-in your vehicle or drop off parade participants.
-  **DROP OFFS:**
Turn into Miller Park Center to drop off, then exit onto SE Miller street. Park in the surrounding neighborhood, or any public lot in Downtown, then walk to SE Main Street to join your parade float.
-  **PARADE VEHICLE LINE UP:**
Check-in, continue on SE Main to line up. *Entries will not have an assigned spot, and will line up in rows.
-  **WALKING GROUPS:**
If your entry has no vehicle, gather in the designated area of Miller Park Center Parking Lot. Parade staff will add your entry to the line up.
-  **HORSES:**
Gather in the south corner of Miller Park Center Parking Lot. Parade staff will add your entry to the line up.

Street Closures

DLSMS will post notices for the public to remove all cars from the route by 9:30 a.m. LSPD will use their vehicles to close streets along the route, starting with 3rd & Douglas Street at 9:30 a.m. SE Main Street between 4th & 6th Streets must be closed before 11 a.m. to allow floats to line up.

Parade Route

LSPD vehicles will be placed along the route for the parade to begin at Noon.



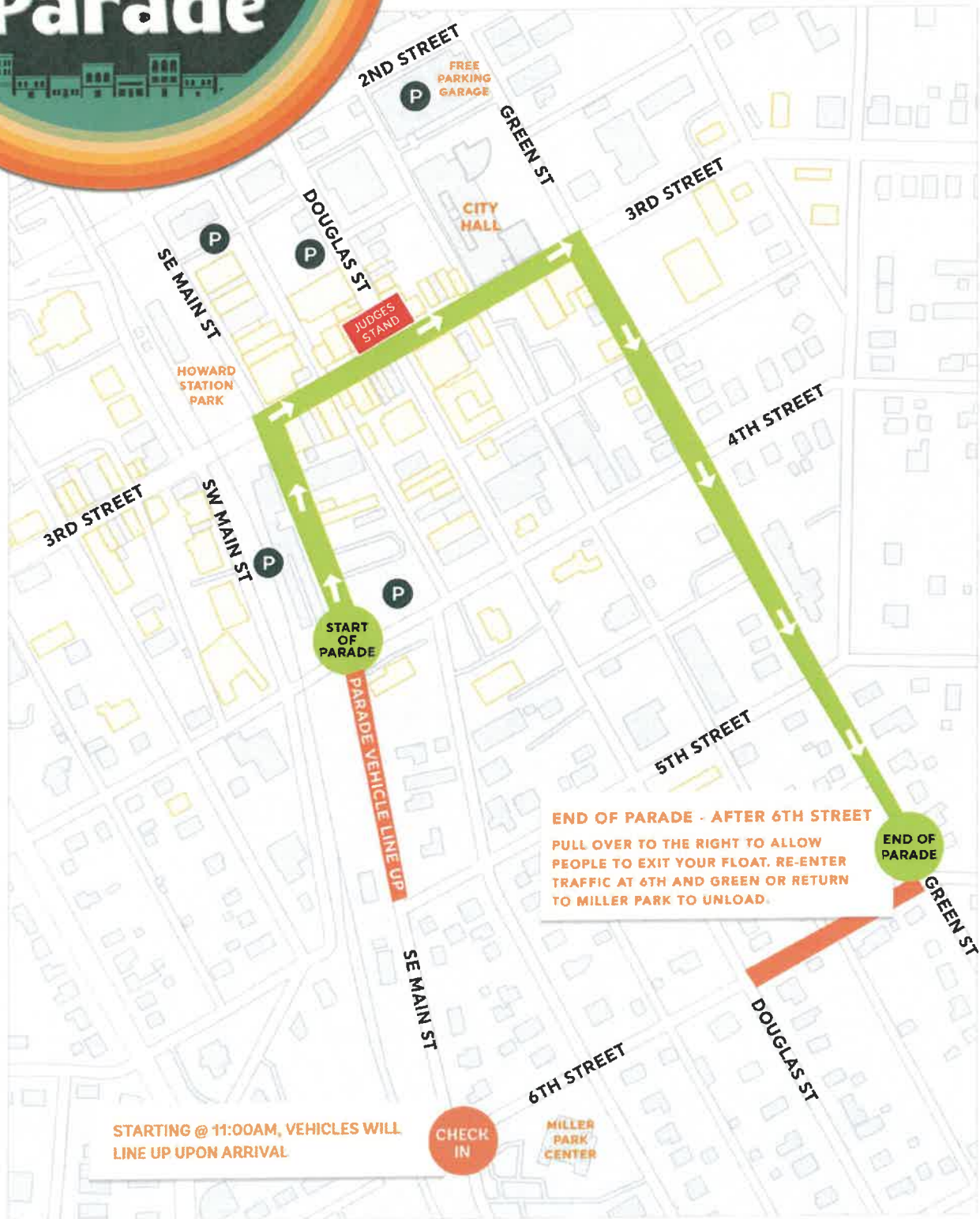
End of the Parade

Once the parade crosses 6th Street, LSPD and parade volunteers will direct entries to pull over to the right to unload, or proceed in the left lane to keep moving. An LSPD vehicle at 6th & Green Street will assist as floats re-enter traffic.

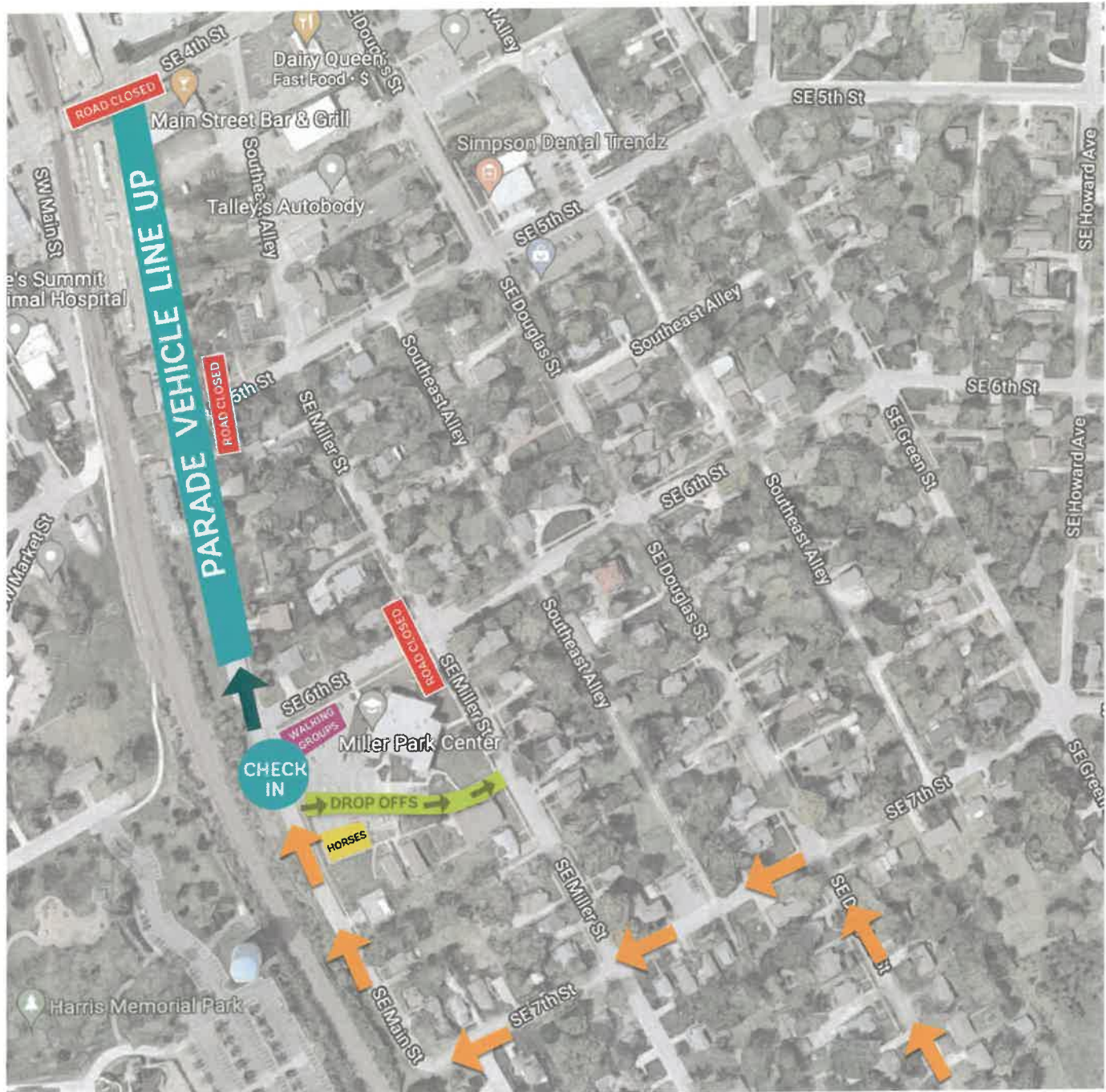


SATURDAY, MARCH 11

PARADE STARTS AT NOON IN DOWNTOWN LEE'S SUMMIT



EMERALD ISLE PARADE LINE UP MAP 2023



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