



Special Event Permit
Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Soccer Practice at Paragon Star

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

EVENT DATE(S): April 24th -27th EVENT TIME(S): 4:30 pm to 9:30 pm

EVENT LOCATION/ADDRESS: 1401 NW River Rd, Lee's Summit, MO 64081

_____ ZONING OF PROPERTY: Agriculture

APPLICANT: Paragon Star PHONE: 816-877-1450

CONTACT PERSON: William Brown FAX: _____

ADDRESS: 4025 NE Lakewood Way Suite 250 CITY/STATE/ZIP: Lee's Summit, MO 64064

PROPERTY OWNER: I-470 Community Improvement District/Paragon Star, LLC PHONE: 816-877-1450

CONTACT PERSON: William Brown FAX: _____

ADDRESS: 4025 NE Lakewood Way Suite 250 CITY/STATE/ZIP: Lee's Summit, MO 64064

_____ PROPERTY OWNER

Print name: _____

William H. Brown
APPLICANT

WILLIAM H. BROWN

Administrative Notes (do not write below this line)

Approved Development Services Department

To whom it may concern, this letter outlines the requested information for the attached Special Event Permit request.

1. The Applicant name for the Special Event Permit is: Paragon Star LLC
2. Property Owner:
 - a. I-470 and View High Community Improvement District (CID), 315 SE Main St., LS, MO 64063, & Paragon Star LLC (CID has contracted with Paragon Star LLC to run complex operations)
3. This letter signed below represents written approval from the Property Owner agreeing to this referenced Special Event Permit Request
4. Description of the site: This written approval covers portions of the property commonly known as Paragon Star Sports Complex at the address 1401 NW River Rd, Lee's Summit, MO 64081. The portions of the property, as noted in the attached map, include the West Parking lot, the South Parking lot, access entry concrete to the complex from the west parking lot, Sports Fields 1, 2, 5, 6 and associated concrete walkways contiguous with Fields 1,2,5,6.
5. The dates are: April 24 – April 27
6. Description of the proposed Event
 - a. Hours of Operation: 4:30pm – 9:30pm on April 24-27
 - b. Anticipated Attendance: 300 people per hour, 450 people in attendance at any given time. (there is turnover of about 300 attendees every 90 minutes)
 - c. NO building/structures, signs or attention-attracting devices are proposed to be used in conjunction with the event, with the exception of the Field 1 Bleachers and PressBox will be eligible to use.
7. See site plan attached
8. See site plan for the number of temporary public toilets
9. See site plan for proposed potable water supplies
10. See attached proof of Liability insurance
11. Electrical is available for street lights, Parking lot lights and Field Lights. Generator power will be used for all other electrical needs.

 4/17/2023

Property Owner Signature and Date



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

Use Area

Construction Trailer

PARCEL E
(1.6 AC)

PARCEL D
(1.3 AC)

628 PARKING

BLEACHERS

1

2

Potable Water Containers

Temporary Construction Fencing

3

4

CONCESSION

Use Area

NEW HIGH PARKWAY

457 PARKING

LITTLE BLUE RIVER

Public Toilets (9 stations)

Handwashing Station

WETLAND Use Area

SPORTS COMPLEX

5

6

7

8

RESTROOMS

9

10

MIXED USE

PARAGON PARKWAY

MIXED USE

426 PARKING