



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Boo's Barku + Badges

☐ Athletic Event

☐ Mobile Food Vendor

☐ Event Signage

☐ Other

EVENT DATE(S): October 28th, 2023 EVENT TIME(S): 8^{am} to 1pm

EVENT LOCATION/ADDRESS: City Hall Plaza, parade from green
to 3rd, W on 3rd to ^{SE}Main St ZONING OF PROPERTY: _____

APPLICANT: LSPD PHONE: 816-969-4205

CONTACT PERSON: PO Amanda Gero #0812 FAX: _____

ADDRESS: #10 NE Tudor Rd CITY/STATE/ZIP: Lee's Summit, MO

EMAIL: Amanda.gero@cityofls.net

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

PO A. Gero #0812

APPLICANT

Print name: _____

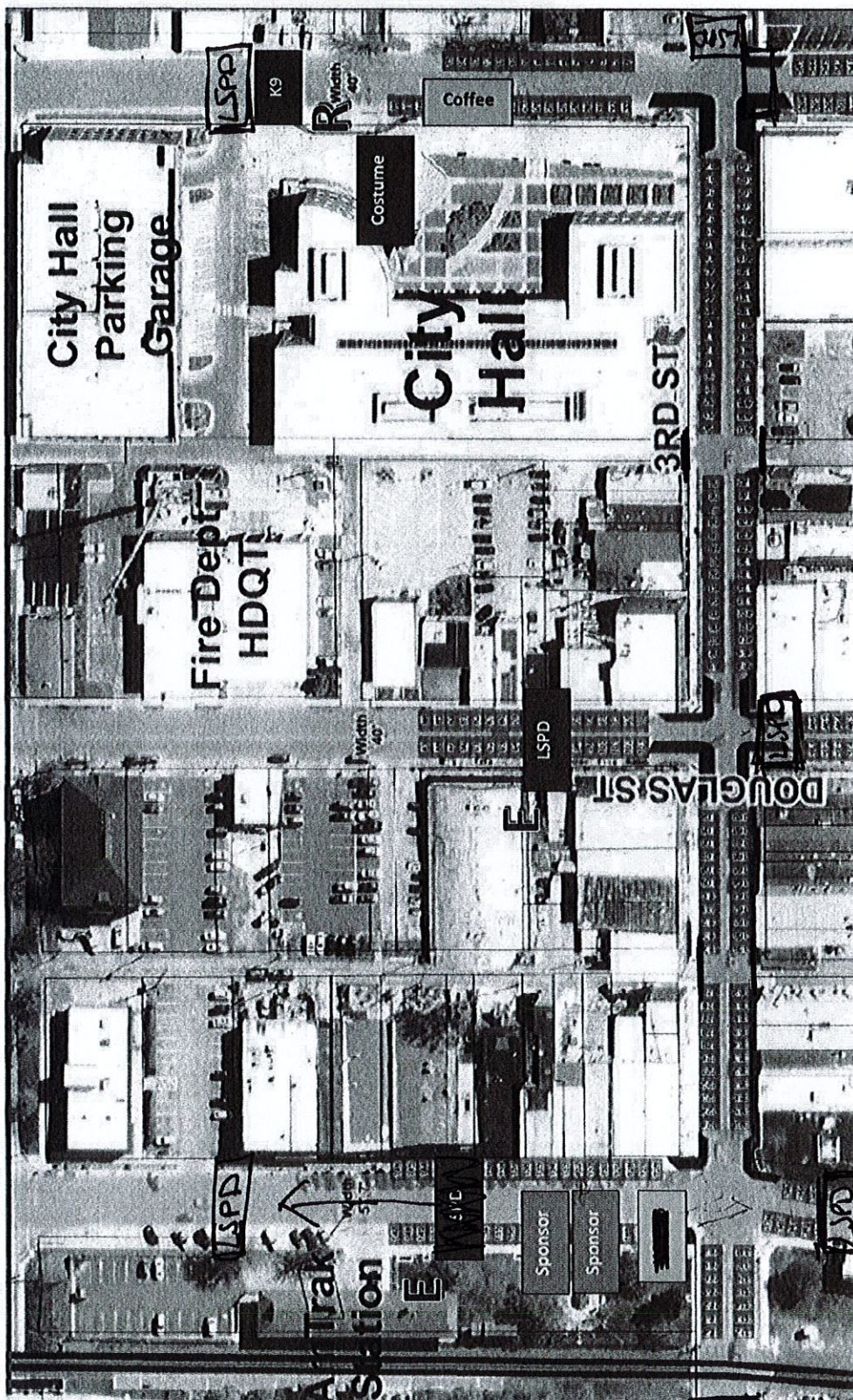
PO Amanda Gero #0812

Administrative Notes (do not write below this line)

Approved Development Services Department

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

1. Amanda Geno
Community Interaction Officer
Lee's Summit Police Department
#10 NE Tudor Rd
Lee's Summit, Mo 64086
816-969-4205
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 (220 SE Green St) and proceed WEST on 3rd St. It will then turn NORTH onto SE Main St, ending at Howard Station Park. Due to large amounts of foot traffic, the following road closures will be in effect for a portion and/or the entirety of the event:
 - a. SE Green Street, SOUTH of the parking garage entrance to SE 3rd st
 - b. SE 3rd Street from SE Green St to SW Main St. (West side of railroad tracks)
 - c. SE Main St, at 3rd St, SOUTH of 3rd St.
 - d. SE Douglas Street South of SE 2nd Street (@ 220 SE Douglas St.) to SOUTH side of SE 3rd St.
5. Saturday, October 28, 2023
6. The annual Boo's Barks & Badges Halloween Parade event will begin at 9am and end at approximately 1pm. The event will include the Halloween Parade, special displays from the LSPD, LSFD, LS Animal Control, food trucks, Bounce House, in front of Howard Station Park, and trick or treating from participating businesses. The entire event will conclude at approximately 1pm. Anticipated attendance is approximately 1,500-2,000 children and adults and 50 plus dogs and their owners.
7. Attached.
8. N/A
9. N/A
10. N/A
11. N/A



E = Electricity

R = Restroom



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



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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.			