



# LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

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

SPECIAL EVENT: Tri motor Tour EHA Chapter 91

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

EVENT DATE(S): 17-23 June 2024 EVENT TIME(S): 8am to 5pm

EVENT LOCATION/ADDRESS: 2750 NE Douglas St

Lee's Summit Airport ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: EHA Chapter 91 PHONE: 816-309-0099

CONTACT PERSON: Robert Schmitt FAX: \_\_\_\_\_

ADDRESS: 2750 NE Douglas St CITY/STATE/ZIP: Lee's Summit MO 64064

EMAIL: Robert7721@aol.com

PROPERTY OWNER: LS Airport/EHA Chapter 91 PHONE: 816-309-0099

CONTACT PERSON: Robert Schmitt FAX: \_\_\_\_\_

ADDRESS: 2750 NE Douglas St. CITY/STATE/ZIP: LS MO 64064

  
PROPERTY OWNER

Print name: Joel Arrington

  
APPLICANT

Robert F Schmitt

**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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 – <b>See Schedule of Fees and Charges for applicable fee</b>		
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.			



Trimotor Event Permit information.

Dates: 17-13 June. EAA Ford Trimotor at Lees Summit Airport.

Tour dates: 21-13 June. Trimotor open to the public for tour's and aircraft rides.

**Tour stop chairperson**

- Name: [Robert Schmitt](#)
- Address: [EAA Chapter 91, 2750 NE Douglas St. Lee's Summit MO 64064](#)
  - [Home Address, 1619 NE Oak Tree Dr. Lee's Summit MO 64086](#)
- Phone number: [816-309-0099](#)
- Email: [Robert7721@aol.com](mailto:Robert7721@aol.com)
- EAA Chapter number: 91

**Owner/operator of airport (proper legal name is required)**

- Name of contact (e.g. Airport Manager): [Joel Arrington Airport Manager](#)
- Address: [2751 NE Douglas Rd. Lee's Summit, MO 64064](#)
- Phone number: [816-969-1800](#)
- Email: [Joel.Arrington@cityofls.net](mailto:Joel.Arrington@cityofls.net)
- Name/title of individual signing the Letter Agreement: [Joel Arrington](#)

---

**Narrative description of the event.**

The Experimental Aircraft Association's Ford Trimotor aircraft is a historical aircraft that in no Tour throughout the United States. During it's Stop in Lee's Summit, MO, it will be open to the public for tours and rides. Details of how the event will be conducted are included in the attached Ford Tri-Motor Chapter Manual.

Estimated attendance. Approximately 100-200 persons per day.

Banners and signs will be posted in the vicinity of the Lee's Summit Airport to promote the event. Media will be contacted and provided with details for the public to see the aircraft and receive rides.

Portable toilets will be provided in the vicinity of the EAA Hangar.

No potable water or electricity will be needed other than that already available at the EAA Hangar.

See Site plan attached for the location of the aircraft during this event. It will be located on Lee's Summit, Airport in the vicinity of the EAA Chapter 91's Eagle hangar.

Attached for your information, please find a Hosting Summary and Chapter Hosting Manual. If there are any questions regarding the stop after you have reviewed the attached, please let us know.



Robert F. Schmitt  
EAA 91 President  
1619 NE Oak Tree Drive  
Lee's Summit, MO 64086  
816-309-0099 Cell