



Special Event Permit
Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Bow's Barks + Badges

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

EVENT DATE(S): October 26, 2024 EVENT TIME(S): 8 AM to 1 PM

EVENT LOCATION/ADDRESS: Downtown LS. (SE Main St between 2nd + 3rd St; 3rd St between SE Main St + Douglas) ZONING OF PROPERTY: _____

APPLICANT: Lee's Summit Police Dept PHONE: 816-969-1708

CONTACT PERSON: Amanda Gero FAX: _____

ADDRESS: #10 NE Tudor Rd. CITY/STATE/ZIP: LS, MO 64086

EMAIL: Amanda.Gero@City of LS.net

PROPERTY OWNER: City of LS PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

Print name: _____

PO A. Gero #0812
APPLICANT

PO A. Gero #0812

Administrative Notes (do not write below this line)

Approved Development Services Department



LEE'S SUMMIT MISSOURI

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

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 Howard Station Park. Due to large amounts of foot traffic, the following road closures will be in effect for the entirety of the event:
 - a. SE 3rd Street from SE Douglas St to SW Main St. (West side of railroad tracks)
 - b. SE 2nd Street to SE 3rd St.
5. Saturday, October 26, 2024, from 8 am until approximately 1 pm.
6. The annual Boo's Barks & Badges event will begin at 9 am and end at approximately 1 pm. The road closures will begin at 8 am. The event will include a costume contest in front of Howard Station Park, special displays from the LSPD, LSFD, LS Animal Control, balloon artists, face painters, and trick-or-treating from participating businesses. The entire event will conclude at approximately 1 pm. 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

