



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: FOURTH FRIDAYS ART WALK

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

EVENT DATE(S): 4/25, 5/23, 6/27, 7/25, 8/22 EVENT TIME(S): 5:00 to 8:00

EVENT LOCATION/ADDRESS: THROUGHOUT DOWNTOWN, INSIDE + OUTSIDE
OF PARTICIPATING BUSINESSES ZONING OF PROPERTY: _____

APPLICANT: DOWNTOWN LEE'S SUMMIT MAIN PHONE: 816-246-6598

CONTACT PERSON: RACHAEL FITCH FAX: _____

ADDRESS: 13 SE THIRD STREET CITY/STATE/ZIP: LS, MO 64063

EMAIL: RACHAEL@DOWNTOWNLS.ORG

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER



APPLICANT

Print name: _____

RACHAEL FITCH

Administrative Notes (do not write below this line)

Approved Development Services Department

Development Services Department | 220 SE Green Street, Lee's Summit, MO 64063

Special Event Permit Application

Special Event: Fourth Fridays Art Walk

Checklist:

1. Downtown Lee's Summit Main Street
13 SE 3rd St.
Lee's Summit, MO 64063
816-246-6598
Contact: Rachael Fitch, Creative Content and Design Coordinator
2. N/A
3. N/A
4. We would like to temporarily close the alley (section marked on the map.)
5. April 25, May 23, June 27, July 25, August 22 from 5-8pm
6. The Fourth Fridays Art Walk is a monthly event that showcases art in our historic downtown. Businesses open their spaces and walls for area artists to display their works on a rotating basis or for musicians to perform. The businesses host the public for artist receptions and viewings. The Art Walk event is from 5-8PM and we expect around 300-1,500 people to be in attendance. Sandwich board signs will be used throughout downtown to attract patrons to the different locations included in the event.
7. See map.
8. N/A
9. N/A
10. On file with the city
11. N/A



THE FOURTH FRIDAYS ART WALK WILL TAKE PLACE AT BUSINESSES THROUGHOUT DOWNTOWN.

- ★ A-Frame signage will be placed throughout downtown to direct attendees.
- This section of alley would be temporarily closed for event dates.





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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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