Applicant Information Address: Contact #: Event Name/Title: Dates and Times of Event: Location of Event: Anticipated Attendance: If held on Private Property, Property Owners Name and Contact information (Approval Must be verified and confirmed) Event Type □ Parade ☐Block Party Athletic Event (Runs, Bike Race, Walk, etc.) □ Political Event □ Ticketed Event □ Private Event ☐ Festival Based upon event type selected, additional sections must be completed Separate Permits Required ☐ Seasonal Firework Tents ■ Mobile Food Trucks ■Burn Permit Fireworks Display Permit (Consumer Fireworks outside allowable dates published by the city) **Event Details** □ Road Closures Requested □ Alcohol sold/consumed □ Vendor / Assembly Tents

□City Services Being Requested □Entertainment Present □Attractions Present

■Special Effects

Lee's Summit Special Event Permit

New process creates a "permit portal" linked to the allcurrent permit locations within the city.

- Creates a user-friendly experience
- Creates a "one stop shop" for permitting
- Creates similar digital formatting for all permits



Fireworks

LEE'S SUMMIT

Applicant Information Address: Contact #: Event Name/Title: Dates and Times of Event: Location of Event: Anticipated Attendance: If held on Private Property, Property Owners Name and Contact information (Approval Must be verified and confirmed) Event Type □ Parade ☐Block Party Athletic Event (Runs, Bike Race, Walk, etc.) □ Festival □ Political Event □ Ticketed Event □ Private Event Based upon event type selected, additional sections must be completed Separate Permits Required ☐ Seasonal Firework Tents ■ Mobile Food Trucks ■Burn Permit Fireworks Display Permit (Consumer Fireworks outside allowable dates published by the city) **Event Details** ☐Road Closures Requested □ Alcohol sold/consumed □ Vendor / Assembly Tents □City Services Being Requested □Entertainment Present □Attractions Present ☐Special Effects Fireworks LEE'S SUMMIT

New application ensures correct information is received:

- Depending on what the applicant selects, applicable questions, related to the event, are asked.



Applicant Information

Name:			
	Address:		
	Contact #:		
	Event Name/Title:		
	Dates and Times of Event:		
	Location of Event:		
	Anticipated Attendance:		
If held on Private Property, Property Owners Name and Contact information (Approbe verified and confirmed)			t information (Approval Mus
	Event Type		
	□Parade □oιock Party	y □Athletic Event (Ru	ns, Bike Race, Walk, etc.)
	☐ Festival ☐ Political Ev	rent Ticketed Event	☐Private Event
	☐Miscellaneous Event		
	Based upon event type	e selected, additional sections mu	st be compress.
	Separate Permits Required		
	☐Seasonal Firework Tents	☐ Mobile Food Trucks	☐Burn Permit
☐ Fireworks Display Permit(Consumer Fireworks outside allowable dates public the city)			wable dates published by
	Event Details		
	☐Road Closures Requested	☐Alcohol sold/consumed	□Vendor / Assembly Tent
	☐City Services Being Requested	☐ Entertainment Present	☐Attractions Present
	□Fireworks □Special Eff	ects	
	LEE'S SUMMIT	Lee's St	ummit Special Event Perm

PARADES

Lee's Summit Ordinances/UDO: Sec. 29-451 – Sec. 29-456		
Staging Area:		
Ending Point:		
# of entries:		
Longest float(Truck and Trailer combined length):		
Attached PDF of requested route		
BLOCK PARTIES		
# Of expected attendees:		
Note what will be in roadways if requested:		
Access to residences/business must remain available within the effected area to include Fire Department Access		
☐Contact made with effected residences ☐Attach PDF of area of use		
☐ Applicants have read and understand attached list of rules associated with hosting block parties.		
ESTIVALS		
Any festival will require in person meetings with the appropriate city staff to outline responsibilities and expectations for the city and the organizers.		
Submitted Security / Safety Plan Attach any vendor contracts		
Attach festival rules Attach Road Closure requests if applicable		
Attach vendor "load in / load out plan Attach any applicable site maps		
☐ Attach Parking Control plans if applicable		
List costs associated with athletic events from UDO and have the organizer acknowledge costs and		

payment requirements.

Applicant Information Address: Contact #: Event Name/Title: Dates and Times of Event: Location of Event: Anticipated Attendance: operty, Property Owners Name and Conta rmation (Approval Must □ Parade ☐Block Party ☐ Athletic Event (Runs, Bike Race, Walk, etc. □Festival ☐ Political Event ☐Ticketed Event ☐ Private Event ☐ Miscellaneous Event Based upon event type selected, additional sections must be completed Separate Permits Required ☐ Seasonal Firework Tents ■ Mobile Food Trucks ☐Burn Permit Fireworks Display Permit (Consumer Fireworks outside allowable dates published by the city) **Event Details** □Road Closures Requested □ Alcohol sold/consumed □ Vendor / Assembly Tents □City Services Being Requested □Entertainment Present □Attractions Present ☐Fireworks ■Special Effects

Timely Staff Notifications:

- Depending on what the applicant selects, notifications will be made to appropriate city staff upon submission.
- Ensures that all city departments are aware of possible impacts to operations.
- Allows for all involved to have input during DRC review process.



LEE'S SUMMIT