

City of Lee's Summit Special Event Permit

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 (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
☐ 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



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New process creates a “permit portal” linked to the all-current permit locations within the city.

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

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New application ensures correct information is received:

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

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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.

FESTIVALS

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.

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LEE'S SUMMIT
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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.