



Application for Auction or Estate Sale Permit

4800 Town Center Drive

Leawood, KS 66211

Telephone 913-339-6700/ Fax 913-339-6736

www.leawood.org

Address of Sale:		Dates of Sale:	
Applicant:			
Company:		Occupational License#	
Address	City	State	
Phone #	Email:		

The following requirements must be satisfied **before** a permit can be issued.

= REQUIRED *As per Leawood Development Ordinance, Section 4-1.3 B 24*

= OPTIONAL

Residents within 200 feet of the sale address are to be notified by regular mail not less than ten (10) days prior to the date of the sale.

Operators of sales are required to be licensed in the City of Leawood.
The license can be obtained by contacting the Licensing Clerk at 913-339-6700 ext 123 or via email at licensing@leawood.org

Sales are limited to one (1) per calendar year per location for not more than four (4) consecutive days during daylight hours.

Parking and traffic control to be coordinated with the Leawood Police Department. (To order temporary "No Parking" signs, contact **913.642.5555** Leawood Police Department).

If used, temporary signs must be no more than five (5) square feet in area, and installed at least five (5) feet from the curb. **No more than one (1) sign per yard.**

If used, tents, or other accessory structures, require "Administrative Special Use Permits". Application for "Administrative Special Use Permits" shall be submitted at Leawood City Hall; approved by the Planning Department; and a copy of the "Administrative Special Use Permit" approval must be attached to this application
***A separate fee for an "Administrative Special Use Permit" is also charged.

I have read and satisfied all of the above applicable requirements.

Owner/Operator Signature: _____ **Date:** _____

POST COPY OF PERMIT AT THE FRONT DOOR ON THE DAY/DAYS OF SALE