

City of Leawood

TEMPORARY USE PERMIT APPLICATION

Please read the application fully before completing. This application cannot be processed unless complete with all the required documents attached. **This application can be used only if the duration of the event is less than 10 days.** If you need any assistance in completing the form, please call the Planning and Development Department at (913) 339-6700 x 160. Fax: (913) 339-6736 **FEE: \$50.00**

Name of contact person: _____

Phone: _____ Fax: _____

Name of Business or Organization: _____

Address or location of event: _____

Name of Business Center or type of existing use at event location: _____

Describe the type of activities proposed: _____

Example: art show, sales, tent sale, auction, etc.

Date(s) of proposed event: from: _____ to: _____

APPLICANT (CONTACT)

Name _____

Address _____

City/State _____ Zip _____

Phone _____ Fax _____

Email _____

OWNER OF PROPERTY

Name _____

Address _____

City/State _____ Zip _____

Phone _____ Fax _____

Email _____

I certify that the information contained in and attached to this application is correct, and I agree to abide by the specific terms and stipulations of this permit.

I authorize the applicant to conduct the special event outlined in this application and its attachments, according to the specific terms and stipulations of this permit.

Applicant's Signature

Owner's Signature

FOR OFFICE ONLY

Date Filed: _____ Accepted by: _____ Fee Collected: _____

APPROVED DENIED Reasons for Denial: _____

Approved by: _____ Date Approved: _____

STIPULATIONS:

- Return the site to its original condition following the event.
- No attention attracting devices including balloons, streamers, etc.
- The signs shall be placed outside sight triangles and public rights-of-way.
- If a tent is more than 800 sq. ft., contact the Fire Marshall at 913-266-0607, for his review & approval.
- No sidewalks shall be obstructed.
- Please contact Police Department for off street parking requirements at 913-663-9327
- _____
- _____
- _____

City of Leawood

APPLICATION CHECKLIST	
<input type="checkbox"/> Hours of Operation:	_____ : _____ AM/PM to _____ : _____ AM/PM
<input type="checkbox"/> Are temporary building or site improvements or alterations proposed with this request? <i>(Please attach a detailed site plan).</i>	Description: _____ _____ _____
<input type="checkbox"/> Are any parking spaces being utilized for the event?	Number of Spaces Utilized: _____
<input type="checkbox"/> Anticipated attendance (beyond normal activity) <i>(Please describe in persons and vehicles per hour or day as appropriate to your activities.)</i>	Number of Vehicles: _____
<input type="checkbox"/> Will traffic peak at specific times or be dispersed throughout the event? <i>(Please provide any peak traffic information in the additional space.)</i>	Peak Hours: _____ _____ _____ _____
<input type="checkbox"/> Will off-site parking be necessary? <i>(If yes, please provide information in the additional space.)</i>	_____ _____ _____
<input type="checkbox"/> How will restrooms and trash containers be provided? <i>(Show the location of the facilities on the site plan provided.)</i>	_____ _____ _____
<input type="checkbox"/> Are signs proposed with this request? <i>(Please attach sketch of sign (showing dimensions) and the location.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT APPLICATION REQUIREMENTS

1. A site plan showing the location of existing and proposed facilities including: structures, restrooms, trash receptacles, parking areas, sales and other activity areas and signs. Please also show dimensions to buildings and property lines.
2. A sketch showing dimensions of any temporary signs.

This space is for additional information you would like to provide in response to the questions on this form. Attach additional sheets if necessary.

PLANNING & DEVELOPMENT

SUBDIVISION REGULATION PROCEDURES		
Planning	Preliminary Plat Submission	\$800.00 minimum + \$2.00 per lot/tract
	Final Plat Submission	\$400.00 minimum + \$2.00 per lot/tract
Cost to Develop Arterial Streets		
Planning	<p>When a designated arterial street abuts the property owner's land, the property owner shall pay at least 50% of the cost to develop said street to the standards prescribed for a major collector to pay for the future improvement of the street or to reimburse the City for its costs for a street which has already been improved to major collector standards, unless the property owner has paid the 135th Street Corridor Impact Fee for the property. The cost to construct a major collector shall be determined at the time an existing collector was constructed or, for future construction is established at \$783.00 per foot. Fee shall not be applicable for a single residential lot split if lot owner has dedicated any required right-of-way for street improvement and dedication approved by Governing Body.</p>	\$783.00 per foot. Fee shall be collected at time of platting.
SPECIAL USE PERMITS [SUP]		
		Fee
Planning	Tract Size 0 – 5 acres	\$300.00 each
	Tract size 5.1 – 10 acres	\$400.00 each
	Tract size 10.1 + acres	\$500.00 each
	Temporary Use Permit	\$50.00 each
	Seasonal Sales	\$50.00 @ application