



Application for Auction or Estate Sale Permit

4800 Town Center Drive

Leawood, KS 66211

Telephone 913-9166 www.leawood.org

If you require any accommodation, please notify this office at 913-663-9166 or email at CodesAdminGen@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