

Special Event Permit Application - Detached Promotion



Current Planning Division
Planning and Development Services Department
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Planning and Development Services Department

www.opkansas.org

Name of Business / Organization: _____

Address / Vicinity of Promotion: _____

Application Date: _____ Start Date: _____ End Date: _____

Note: Special Event Limits (all types): Four per business, two per residential leasing or sales per calendar year. Detached promotion time frame - 10 days maximum

Application Requirements:

- Fee: (*Waived for non-profit organizations*)
- \$50 first two
- \$100 remaining two
- A sketch plan is attached showing the location of promotional items in relation to existing buildings, parking areas, streets, and property lines.
- A letter is attached from the property owner agreeing to this special event. *Not required if applicant is the owner.*

Enter the name and address of the business or organization where the event will occur.

Detached promotional activities include temporary signs, banners, and balloons. Up to three attention attracting devices may be approved.

All signs and attention attracting devices must be placed out of the public right-of-way, generally one-foot behind the sidewalk.

APPLICANT

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

The applicant should be the person or business responsible for the banner while it is up. Please give daytime business phone numbers.

PROPERTY OWNER

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

The property owner should be the person or business that owns or manages the property, as opposed to the person who manages the business on that property. If this person is the same as the applicant, enter "Same as Above."