

Special Events

Special Events are a temporary, short-term use of property, including signage, attention attracting or other promotional devices occurring outside and not otherwise allowed as a permitted or accessory use.

Three types of special events are allowed: single banners, detached promotions and large promotional events. City staff can approve up to four events per commercial business and two events per residential project per location in any combination per calendar year.

City Council approval will be required for additional events and events which may generate a large crowd, excessive noise, late-night activity or involve major structures or a wide variety of attention attracting devices. Additional time is required approving these events.

BANNERS:

A banner permit allows a single-banner to be mounted on the building for a maximum of 15 days.

DETACHED PROMOTIONS:

A detached promotion includes attention attracting devices such as signs, banners or balloons placed on the property. No more than three attention attracting devices will be approved. An attention attracting device may be a single, large device or up to three small

devices. For example, one large sign or three small signs (3-4 square feet).

Requirements:

Property owner approval.
Site plan showing the location of all devices.

Setbacks:

Signs - Out of public right-of-way, generally one foot behind the sidewalk.
Structures - 10 feet from public right-of-way, generally eleven feet behind the sidewalk.

Time Frame:

Maximum of 10 days.

LARGE PROMOTIONAL EVENTS:

A large promotional event includes, but is not limited to, temporary structures, inflatable objects larger than eight cubic feet, animated devices, projected images or beams of light. Signs and banners may also be part of these events. No more than three attention attracting devices will be approved.

Requirements:

Property owner approval.
Site plan showing the location of all activities and devices.
Full written description of the event.

Setbacks:

Signs - Out of public right-of-way, generally one foot behind the sidewalk.

Structures - 10 feet from public right-of-way, generally eleven feet behind the sidewalk.

Time Frame:

Maximum of 5 days.

Additional Requirements:

Tents: Any tent 900 square feet or larger or within 12 feet of a building requires a tent permit. Contact the Fire Department at 913/888-6066 at least 24 hours prior to your event.

Food Service: Temporary food service vendors who participate in events associated with and/or sponsored by the city are subject to inspection and should contact Community Services at 913/895-6270 at least two weeks prior to your event.

Liquor and/or Cereal Malt Beverages: Service of alcoholic beverages requires a temporary CMB or temporary liquor permit. Contact the City Clerk's office at 913/895-6150 at least three weeks prior to your event.

APPLICATION

Application forms are available on the city's web site at www.opkansas.org/Doing-Business/Special-Event-Permits

Contact the Planner of the Day at 913/895-6217 with any questions.

SPECIAL CONSIDERATIONS

Religious Institutions: May display up to three temporary signs, up to fifty square feet in area, to promote events taking place on-site. All temporary signs must be located ten feet from any property line. No permit is required. All other outside events are subject to a special event permit.

Private and Public Schools, Non-Profit and Neighborhood Organizations: All events require a permit. Up to four permits may be issued per location, per calendar year. Fund-raising activities may also occur at the location of a sponsoring organization, as a permit for the sponsoring organization.

Transient Merchants: The sale of services or merchandise at a location other than a normal business location cannot be approved as a Special Event Permit. Contact the City Clerk's office at 913/895-6150 for details regarding Transient Merchant licensing requirements.

Costumes: No permit is required for persons dressed in costume, provided that no sign or attention attracting device is utilized

**Planning and Development Services
Current Planning
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www.opkansas.org
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Current Planning



Planning and Development Services Department

OVERLAND PARK
K A N S A S

ABOVE AND BEYOND. BY DESIGN.