

Special Event Permit Application - Promotional Events

OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

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 Proposed Event: _____

Type of Event: _____

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

Note: Special Event Limits (all types): Four per business, two per residential leasing or sales per calendar year. Event Time Frame - 5 days maximum. Please allow three weeks for processing.

Application Requirements:

- Fee: \$125 each for the first and second applications
 \$250 each for remaining two applications
(Waived for non-profit organizations)
- A letter is attached describing the event in detail, hours of operation, duration, anticipated attendance; and any structures, signs, or attention-attracting devices to be used.
- A sketch plan is attached showing the location of proposed activities and structures 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.*

Additional Requirements:

- Applicants with special events involving any tent 900 square feet or larger, or within 12 feet of a building, require a tent permit. Applicants are required to contact the Overland Park Fire Department at least 24 hours prior to the scheduled event at 913-888-6066.
- Applicants with special events involving food are required to contact Community Services at least two weeks prior to the scheduled event at 913-895-6270. *This does not include food that is prepackaged.*
- Applicants with special events involving liquor and/or cereal malt beverages are required to contact the City Clerk's office three weeks prior to the scheduled event at 913-895-6150.

Special Events include but are not limited to: temporary outdoor structures and activities, inflatable objects larger than eight cubic feet, air-or mechanically-animated devices, projected images or beams of light intended to promote specific businesses, products or organizations at the location of the business or organization.

The sale of services or merchandise at a location other than the normal business location requires a *Transient Merchant's License* from the City Clerk's office and can not be approved as a Special Event Permit.

APPLICANT

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

PROPERTY OWNER

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Fund-raising events for non-profit organizations can be held at a commercial location provided a business at that location is a sponsor of the event.

EVENT SUPERVISOR (If other than the applicant)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Additional requests, large events, or proposals for more than three attention attracting devices will be scheduled for City Council review.