

# Special Events

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Special Events are temporary, short-term uses of property, signage or promotional devices that are not normally allowed without a permit. Examples include promotional events and devices, temporary signs, tents, runs, etc.

Seven types of special events are available. For events with multiple activities such as tents, signage, food, EMS, etc. applicants can complete one application (unless otherwise noted) to receive several individual permits.

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 may be needed to approve these events.

## ONLINE APPLICATION

Select the appropriate special event and submit an application online through the City's ePlace website at:

<https://www.opkansas.org/go/eplace/>

Contact the Planner of the Day at 913/895-6217 or email [POD@opkansas.org](mailto:POD@opkansas.org) with permit questions or [eplacehelp@opkansas.org](mailto:eplacehelp@opkansas.org) for website questions.

### 1. Community Event:

Events open to the community such as a festival, concert, parade, run/race, sporting event, etc. (may include signs/banners, tents, food, etc.)

### 2. Block Party/Street Closure:

Neighborhood block parties or street closure other than for a run/race (may include signs/banners, tents, food, etc.).

### 3. Private Event:

Event that is not open to the public which may include a tent 900 square feet or larger, or with promotional banners (i.e., corporate event, backyard wedding, reception, etc.).

### 4. Promotional Activities:

A large promotional event includes, but is not limited to, tent sales, temporary structures, inflatable objects larger than eight cubic feet including promotional devices, bounce house or other inflatable rides, animated devices, projected images, search lights or other promotional events intended to attract attention to a business or product for a maximum of 5 days. Signs and banners may also be part of these events.

#### Requirements:

Written 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 11 feet behind the sidewalk.

### 5. Single Banner/Temporary Sign:

Placement of a single (one) banner or temporary sign **attached** to a building, for a maximum of 15 days.

### 6. Multiple Devices/Gadgets:

Placement of multiple signs, or detached devices/gadgets (e.g., sky dancer, balloons) placed on the property (**not attached** to a building), for a maximum of 10 days. 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:

Written 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 11 feet behind the sidewalk.

### 7. Temporary Food Vendor:

All temporary food vendors offering services at a special event are subject to inspection and must have an individual food vendor permit to participate in the event. This does not include food trucks that are yearly licensed with the City of Overland Park. Apply for the Temporary Food Permit two weeks prior to the event. Contact Community Services for questions at 913/895-6270.

## **SPECIAL CONSIDERATIONS**

### Religious Institutions:

May display up to three temporary signs, up to 50 square feet in area, to promote events taking place on-site. No permit is required for temporary signs, but they must be located 10 feet from any property line. 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/uniforms, provided that no sign or attention-attracting devices related to a specific product, service, business or organization are utilized.

## **Additional Information:**

### **Bounce houses/inflatables:**

Public events require a State permit in accordance with K.S.A. 44-1001. A City permit will not be issued without evidence of a State permit. Inflatables are not allowed in City parks.

### **Tents:**

Any tent 900 square feet or larger, or within 12 feet of a building, requires review from the Fire Department under the special event permit.

### **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 for additional information at least three weeks prior to your event.

### **Fees:**

Fees vary depending on the event activities. All fees can be paid online. Go to [www.opkansas.org](http://www.opkansas.org) for more information.

**Planning and Development Services  
Current Planning  
8500 Santa Fe, Overland Park, KS 66212  
913/895-6217 or [POD@opkansas.org](mailto:POD@opkansas.org)  
[www.opkansas.org](http://www.opkansas.org)  
July 2018**

# Special Events

## Current Planning



## Planning and Development Services Department

**OVERLAND PARK**  
K A N S A S  
ABOVE AND BEYOND. BY DESIGN.