

SE-4-15-12

Department of Planning and Development Services
6 East 6th Street, PO Box 708 Lawrence KS 66044
(785) 832-3150
Fax (785)832-3160
website www.lawrenceks.org/pds

FEE:

Type 1-4 Events -----	\$50
Type 5 Events -----	\$100
Events that require City Commission approval -----	\$100

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APR 17 2012

City County Planning Office
Lawrence, Kansas

SPECIAL EVENT PERMIT APPLICATION FORM

A complete application and fee must be submitted a minimum of 5 days prior to the event date for an administrative permit.

Permits which require City Commission approval require additional processing time.

APPLICANT INFORMATION:

Date: 4.17.2012

Name: Tony Kroonick

Company or Group: Chis Mortgage for Poshler Open House

Address: 316 E. 6th Terr, LCMO 64113

Phone Number: (913) 904-6747

Mobile or Cell Phone Number: () "

Fax Number: () NA

E-mail Address: tonyk@landmarklgllc.com

EVENT INFORMATION:

Address: SW corner of 8th and Penn

Property Owner: Chis Mortgage LLC

Property owner's written permission must be provided by mail, fax, or e-mail to the Planning Office (fax number: 785-832-3160) before a permit can be approved.

Please check the type of event:

Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in Section 6-1503 of City Code, Page 5 of this application packet.)

Type 2: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths

Type 3: Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services [such as a tent sale, farmers market or product demonstration] or indoor seasonal events which draw additional visitors to a property [such as a haunted house]

Type 4: Christmas tree sales

Type 5: Public events intended primarily for entertainment or amusement, such as concerts or festivals.

Permits for Type 5 events require City Commission approval.

Proposed dates: 5.5.12 to 5.5.12

- Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.

If application applies to **non-consecutive** events provide the dates for each event. (Each 14 day period will require a permit.)

From 1 pm to 9 pm
From _____ to _____
From _____ to _____
From _____ to _____

Number of permits that have been administratively approved for this location this calendar year. 0

- Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved.

4 permits may be administratively approved for a property per year. Any additional permits require City Commission approval. Christmas Tree Sales are not subject to this requirement.

Proposed hours of operation: 1 pm to 9 pm

Will a tent be used for this event? Yes _____ No X

If yes:

- Note the dimensions of the tent: _____ ft X _____ ft
- Note the type of tent: Open/Canopy _____ Enclosed _____

Will temporary signage be used? Yes X No _____

- Please note that a temporary sign permit must be obtained from the Development Services Division at 785-832-7700; (1 Riverfront Plaza, Suite 110, Lawrence, KS 66044)

Does the event involve sales? No

- **If yes**, provide your Kansas Sales Tax ID Number _____
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

Contact the Kansas Department of Revenue, Kansas Tax Assistance, (785) 368-8222, for information regarding the Kansas Sales Tax ID Number and Sales Tax Requirements.

- If your business is **not** based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5267; (11th and Massachusetts Streets, Lawrence, KS 66046)

Will you be selling KU Licensed Merchandise or items with the KU logo? Yes _____ No X

- **If yes**, please contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. If approved, he will provide you with a letter which you must display at your event.

Will you be selling alcohol? Yes X No _____

- **If yes**, a liquor license must be obtained from the City Clerk's Office at 785-832-3308; (City Hall, 6 East 6th Street, Lawrence, KS 66044) *(Additional time may be needed to process this request.)*

Section 6-1504 of the City Code contains requirements for an administrative permit. If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the review of this permit application if it is not possible to process the permit administratively.

EVENT DESCRIPTION

A description must be provided which includes the following information:

WRITTEN DESCRIPTION

Provide a separate page with the following information:

- Describe the activities that will occur with this event.
- Note any changes that may be required to traffic flow on the site, adjacent roadways, or any changes necessary for the transit route.
- Explain any provisions that will be made for security or parking.

Cinco De Mayo Event in East Lawrence

The purpose of this event is to bring attention to the opening of the Poehler Lofts. During this event, we will have live music in the vacant lot located at the SW Corner of 8th and Penn.

We do not believe any changes will occur to traffic flow on any nearby roads and we should not affect any businesses since the event will take place on a Saturday.

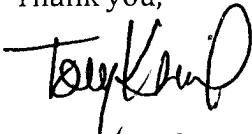
We have a team of 20 people through our management company, Yarco, who will assist with security and cleanup.

We anticipate people coming and going throughout the event. The actual event is scheduled for 2-8pm but on the application I stated 1-9pm just to allot for time in the event someone comes early or if people stay a little late talking.

We will have numerous portable toilets provided by our general contractor, Rau Construction.

Please call me with any questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Tony Krsnich', written in a cursive style.

Tony Krsnich
(913)904-6747