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Special Event Application

Per [SECTION 4-1-B-25](#) of the LENEXA CITY CODE entitled SPECIAL EVENTS, this application cannot be processed unless fully completed with all required documents as described below. FAILURE TO PROVIDE the REQUIRED DOCUMENTS and/or incomplete or inaccurate information may result in a DELAY in the processing and/or action of this application.

The City requires the applicant to SUBMIT THIS APPLICATION for review and consideration A MINIMUM OF 10 DAYS prior to a REGISTRATION-TYPE and TYPE 1 event, and a MINIMUM OF 30 DAYS prior to a TYPE 2 event.

[SECTION 4-1-B-25](#) details the complete code on Special Events and outlines the Types of Special Events: Registration event, Type 1 event and Type 2 event.

REQUIRED DOCUMENTS

- ☐ Sketch or printed map of the facility showing the following:
 - All structures, restrooms, trash receptacles;
 - Parking areas, sales and other activity areas;
 - All signs and attention-attracting devices;
 - Size and location of each tent, canopy, inflatable membrane structure, grill or amusement ride, if utilized;
 - Show dimensions to buildings and property lines; note the name or type of adjoining land uses.
- ☐ Insurance coverage – Applications for all **Type 2** events and for all **Type 1 events held on public property and/or assisted by the City of Lenexa** must be accompanied by a Certificate of Insurance identifying the City as "Additional Insured." Proof of liability and bodily injury insurance coverage at a minimum amount of \$500,000.00 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required. Insurance certificates must reference the event to be held and be dated within 30 days of the event.
- ☐ Application with signature of property owner.
- ☐ Documents must be sufficient for digital scanning and reproduction of a legible copy.
- ☐ Application fees: \$20.00 for a Registration event; \$75.00 for a Type 1 event; and \$150.00 for a Type 2 event.

Name of **contact person** _____ Phone _____

Email _____

Name of Sponsoring **Business or Organization** _____

Address or location of event _____

Name of Shopping Center/Business Park, if applicable _____

Describe the **type of event** proposed _____
(GRAND OPENING, TENT SALE, COOKIE SALE, AUCTION, ETC.)

If food or merchandise vendors will participate in the event, please provide all vendors' Kansas sales tax ID numbers. (attach additional page if necessary)

Date(s) of proposed event: from _____ to _____

Hours of operation _____

Please describe the **details** of your event in the space provided below. Attach additional sheets if necessary.

How many **previous Special Event Permits** have been approved during this calendar year? _____

Structures: Are temporary buildings, site improvements or alterations, grills, tents, canopies, inflatable structures, or live music proposed with this request? ☐ No ☐ Yes

Describe _____

Parking: Total number of on-site parking spaces provided for your business and available for parking. _____

Will the event take place in the parking lot? ☐ No ☐ Yes – # of parking spaces covered by event itself _____

Will off-site parking be utilized? ☐ No ☐ Yes - How many spaces? _____

Must have following signature:

SIGNATURE OF PROPERTY OWNER OF THE OFF-SITE PARKING

Describe location of off-site parking and any transportation to/from _____

Attendance: Total anticipated attendance: Persons _____ Vehicles _____

Attendance beyond normal: Persons _____ Vehicles _____

Please describe persons and vehicles per hour or day as appropriate to your specific event:

Traffic: **Dispersed** throughout the event or peak at specific times? ☐ Dispersed ☐ Peak

If peak, explain peak traffic times: _____

Trash: **How** will trash containers be provided? ☐ Use existing facilities ☐ Add trash containers

Restrooms: Type of restrooms - Use existing facilities: # Men _____ # Women _____

of Portable _____

Signs: Are signs or attention attracting devices proposed with this event? ☐ No ☐ Yes

See Code Requirements

Show location, size/dimensions on the event sketch as required and described above.

Publicizing Event: Will the proposed event be advertised to the public?

☐ No ☐ Yes – Flyers ☐ Yes – Newspapers ☐ Yes – Radio/TV

☐ Yes - Other, Describe _____

Upon approval of the Special Event application, a permit will be issued which must be posted onsite throughout the event along with the Certificate of Insurance, if necessary, as well as the Special Event Standards & Miscellaneous Code Requirements and any additional noted stipulations.

APPLICANT for EVENT: please print

Name _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

Email _____

I certify that the information contained in and attached to this application is correct, and I agree to abide by the terms of the City of Lenexa Unified Development Code, which regulate special events, and by the specific terms and stipulations of this permit.

Applicant's Signature ***Date***

PROPERTY or BUILDING OWNER: please print

Name _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

Email _____

I authorize the applicant to conduct the special event outlined in this application and its attachments, according to the terms of the Lenexa Unified Development Code, which regulate special events, and the specific terms and stipulations of the approved permit.

Property Owner's Signature (Required) ***Date***

OFFICE USE ONLY ☐ Registration Event - \$20 ☐ Type 1 - \$75 ☐ Type 2 - \$150 SEP

Date Remitted: _____ Cash / CC / Check # _____ Receipt # _____ CSR

Special Event Standards & Miscellaneous Code Requirements

- ☐ **FREQUENCY:** The maximum frequency of a special event on the same property shall be 4 per calendar year for individual businesses and 3 per calendar year for shopping centers.
- ☐ **APPROVAL:** Upon approval of a Special Event permit, the applicant must adhere to the following applicable standards and requirements. Additional Public Safety requirements may be stipulated following a review of the Special Event application. Approval for the Special Event Permit may be subject to passing a Community Standards inspection. This inspection will be looking for exterior compliance with current codes, including, but not limited to, trash containers, delivery vehicle parking or parking lot surface conditions. Staff will schedule an inspection at least 1 week in advance of event, if required.
- ☐ **SUPERVISION AND CONTROL:** Special events must be conducted in compliance with current codes, including, but not limited to, excessive noise and traffic, trash, or uncontrollable crowds. Directly following the approved event period, temporary structures and other general amenities utilized for the event must be removed and the area must be cleaned of all trash and related debris, any damage to existing landscape and other site improvements must be properly repaired.
- ☐ **INSURANCE:** Proof of liability and bodily injury insurance coverage at a minimum amount of \$500,000.00 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required for all events. Requests for Type 1 events to be held on private property, within vehicular use areas, and for Type 2 events, held entirely on private property, must be accompanied by a Certificate of Insurance identifying the City of Lenexa as a "Certificate Holder." Type 1 and Type 2 events held on public property and all events assisted by the City of Lenexa must be accompanied by a Certificate of Insurance identifying the City as "Additional Insured." (A Certificate of Insurance is not required for a Registration)
- ☐ **OUTDOOR ELECTRICAL:** Electrical cords should not be located where they are subject to pedestrian or vehicular traffic. Electrical work shall comply with all National Electrical Code requirements for outdoor locations, and be performed by an electrical contractor licensed by BOTH the City of Lenexa and Johnson County. The contractor should call the Building Inspection Division at 913-477-7725 for details regarding permits and inspection requirements.
- ☐ **PARKING LOT SALES:** No drives or maneuvering areas may be utilized unless such drive or maneuvering areas are directly adjacent to the approved display or demonstration area, not required for emergency access, and not needed to provide proper circulation through the lot.
- ☐ **SIDEWALK SALES:** Displays located on the sidewalk must be placed so as to provide adequate space for pedestrian traffic on the sidewalk. Please insure that the event is properly monitored to keep pedestrian traffic off the access drive adjacent to the sidewalk.
- ☐ **AREA OF PARKING LOT DEDICATED TO SPECIAL AND SEASONAL SALES:** No more than **20 percent** of the parking stalls required for the business requesting the special event permit, **not to exceed 30 stalls** shall be permitted for the display and demonstration of special, and seasonal (live goods only) sales items. No drives or maneuvering areas may be utilized unless such drives or maneuvering areas are directly adjacent to the approved display or demonstration area, not required for emergency access, and not needed to provide proper circulation through the lot.
- ☐ **BALLOONS:** A roof or ground-mounted balloon is permitted for a maximum of 3 days per permit. The balloon shall not exceed 30 feet in height, is not to be illuminated, and is to be deflated and secured at

the end of each work day. If steady wind speeds exceed 10 M.P.H. the balloon should be deflated and secured.

- ☐ **AIR SUPPORTED & INFLATED STRUCTURES:** The design and construction of the fabric envelope, the method of anchoring, and inflation systems for air-supported and air-inflated structures shall be in accordance with the Building Code and the *2018 International Fire Code*.
- ☐ **SIGNS:** Signs used in conjunction with a Special Event will be reviewed with reference to size, type, area and location regulations as described in Section 4-1-E-13 of the Unified Development Code titled Permitted Miscellaneous Temporary Signs.
 - **Façade Signs:** One façade sign no larger than 5 percent of the total area of the façade upon which it is placed. Average letter height shall not exceed 1/8 of the height, and logos shall not exceed 1/4 of the height, of the façade upon which they are placed. A letter size of 18 inches is permitted regardless of building height, and no letter or logo may exceed a total height of 6 feet. The sign must be attached securely to the building so as not to allow movement by the wind.
 - **Free-Standing Signs:** One non-illuminated free-standing sign on any property with 200 or more feet of public street frontage, of up to 32 square feet in area and 8 feet in height.
 - **Non-Profit Signs:** One non-illuminated free-standing sign of up to 32 square feet in area and 8 feet in height. The organization responsible for erecting the sign shall be responsible for its removal.

Public Safety Requirements

- ☐ **TRAFFIC SAFETY:** Special events shall not cause undue traffic congestion or accident potential given anticipated attendance, and the design of adjacent streets, intersections, and traffic controls. All participants must obey pedestrian and vehicular traffic laws. An unobstructed width of not less than 20 feet wide, and an unobstructed vertical clearance of not less than 13 feet 6 inches access roadway shall be maintained for emergency vehicle access at all times.
 - No parking on streets within 100 feet of all intersections.
 - Additional access requirements may be stipulated based upon the location of the event in conjunction with surrounding buildings, etc.
 - Handicapped parking spaces and access aisles need to be clear at all times with a minimum width of 96 inches.
 - All exit pathways from the building are to be clear of all obstructions, with a minimum width of 44 inches.
- ☐ **TENTS:** Shall comply with Chapter 31 of the *2018 International Fire Code*. Sections of Chapter 31 shall apply at the determination of the fire code official.
- ☐ **NO SMOKING:** Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where combustible materials are stored or used. **NO SMOKING** signs shall be conspicuously posted.
- ☐ **OPEN FLAMES:** Fireworks, open flames or any devices capable of creating ignition or lighting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved.
- ☐ **PORTABLE HEATERS:** Contact the Fire Department Prevention Division at 913-477-7990 if portable heaters are to be used.

2018 INTERNATIONAL FIRE CODE FOR TENTS, TEMPORARY SPECIAL EVENT STRUCTURES AND OTHER MEMBRANE STRUCTURES

SECTION 3103.1 – GENERAL

3103.1 Scope. Tents and membrane structures shall comply with this chapter. The provisions of Section 3103 are applicable only to temporary tents and membrane structures. The provisions of Section 3104 are applicable to temporary and permanent tents and membrane structures.

SECTION 3102 – DEFINITIONS

3102.1 Definitions. The following words and terms shall, for the purpose of this chapter and as used elsewhere in this code, have the meanings shown herein.

Air-Supported Structure. A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area. Included are single and double skin structures.

Canopy. A structure or architectural projection or shelter constructed of fabric, or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops.

Membrane Structure. An air-inflated, air-supported, cable or frame-covered structure as defined by the *2018 International Building Code* and not otherwise defined as a tent or canopy. See Chapter 31 of the *2018 International Building Code*.

Tent. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

SECTION 3103 – TEMPORARY TENTS AND MEMBRANE STRUCTURES.

3103.1 General. All temporary tents and membrane structures shall comply with this section.

3103.2 Approval required. Tents and membrane structures having an area in excess of 400 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire and building code officials.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies and tents open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet.
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
 - 2.3. A minimum clearance of 12 feet to all structures and other tents.

3103.3 Outdoor assembly event. For the purpose of this chapter, a place of assembly shall include a circus, carnival, tent show, theater, skating ring, dance hall or other place of assembly in or under which persons gather for any purpose.

3103.3.1 Special Amusement Building. Tents and other membrane structures erected as a special amusement building shall be equipped with an automatic sprinkler system in accordance with Section 411.3 of the *International Building Code*.

3103.4 Permits. Permits shall be required as set forth in Sections 105.6 and 105.7.

3103.5 Use period. Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall be used for a period of not more than 180 days within a 12-month period on a single premise.

3103.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy

or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. The construction document shall include an analysis of structural stability.

3103.7 Inspections. Structures shall be inspected on a regular basis, but not less than two times per permit use period by the permittee, owner or agent to determine the installation is maintained in accordance with this chapter.

3103.8 Access, location and parking. Access location and parking for temporary tents, canopies and membrane structures shall be in accordance with this section.

3103.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

3103.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Exceptions:

1. Separation distances between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.
2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:
 - 2.1 The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet.
 - 2.2 The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
 - 2.3 Required means of egress provisions are provided for the building and the membrane structure, tent or canopy, including travel distances.
 - 2.4 Fire apparatus access roads are provided in according with Section 503

3103.8.3 Location of structures in excess of 15,000 square feet in area. Membrane structures having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor.

3103.8.4 Membrane Structures on Buildings. Shall be regulated as permanent membrane structures in accordance with Section 3102 of the International Building Code.

3103.12 Means of Egress. Means of egress for temporary tents, canopies, and membrane structures shall be in accordance with this section. All parts of this Section shall apply.

3103.12.1 Distribution. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet or less from an exit.

SECTION 3104 TEMPORARY AND PERMANENT TENTS AND MEMBRANE STRUCTURES.

3104.1 General. All tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with this Section and Sections 3106 and 3107. Permanent tents, canopies and membrane structures shall also comply with the *International Building Code*.

3104.2 Flame Propagation Performance Treatment. Provisions shall apply by authority of the Fire Code Official.

3107.2 Combustible material. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing assembly occupancy, except the material necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or air-supported shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20

feet from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

3107.3 Smoking. Smoking shall not be permitted in tents, canopies, or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

3107.4. Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other un-approved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

3107.5 Fireworks. Fireworks shall not be used within 100 feet of tents, canopies or membrane structures.

3107.8 Clearance. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside the tent or membrane structure.

3107.9 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

NOTE: Contact the Lenexa Fire Department, Fire Prevention Division for specific fire extinguisher requirements at 913-477-7990.

3107.11 Occupant load factors. The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter 10.

3107.12 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with this section.

3107.12.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fitting, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the fire code official.

3107.12.2 Venting. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the out-side air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall be not less than 12 inches from the flue or vent.

3107.12.3 Location. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

3107.12.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices that do not pose an ignition hazard, shall be approved.

3107.12.5 Cooking tents. Tents where cooking is preformed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft.

3107.12.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 ft from a tent, canopy or membrane structure.

3107.12.7 Electrical heating and cooking equipment. Electrical cooking heating equipment shall comply with the *ICC Electrical Code* and NFPA 70.

3107.13 LP-Gas. The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with sections 3107.13.1 through 3107.13.3

3107.13.1 General. LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 61 and with the *International Fuel Gas Code*.

3107.13.2 Location of containers. LP-gas containers shall be located outside in accordance with Table 6104.3. Safety release valves shall be pointed away from the tent, canopy or membrane structure.

3107.13.3 Protection and security. Portable LP-gas containers, piping, valves and fitting which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

3107.14 Flammable and combustible liquids. The storage of flammable and combustible liquids and the use of flammable –liquid-fueled equipment shall be in accordance with sections 3107.14.1 through 3107.14.3.

3107.14.1 Use. Flammable-liquid-fueled equipment shall not be used in tents, canopies, or membrane structures.

3107.15 Display of motor vehicles. Liquid and gas fueled vehicles and equipment used for display within tents, canopies or membrane structures shall be in accordance with this section.

3107.15.1 Batteries. Batteries shall be disconnected in an appropriate manner.

3107.15.2 Fuel. Vehicles or equipment shall not be fueled or defueled within the tent, canopy or membrane structure.

3107.15.2.1 Quantity limit. Fuel in the fuel tank shall not exceed one-quarter of the tent capacity or 5 gallons, whichever is less.

3107.15.2.2 Inspection. Fuel systems shall be inspected for leaks.

3107.15.3 Location. The location of vehicles or equipment shall not obstruct means of egress.

3107.15.4 Places of assembly. When a compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all of the following shall be met:

1. The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is in-doors.
2. The hot lead of the battery shall be disconnected.
3. Dual-fuel vehicles equipped to operate on gasoline and CNG or LP-gas shall comply with this section and Sections 3107.15.1 through 3107.15.3 for gasoline powered vehicles.

3107.16 Separation of generators. Generators and other internal combustion power sources shall be separated from tents, canopies and membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

For additional requirements, contact the Lenexa Fire Department, Fire Prevention Division: 913-477-7990.