

**Lawrence Douglas County**  
**Metropolitan Planning Office**  
6 East 6<sup>th</sup> Street, P.O. Box 708, Lawrence KS 66044  
(785)832-3150 Fax (785)832-3160

**FEE:** Type 1-4 Events **\$50**  
Type 5 Events **\$100**  
Events that do not meet criteria  
for administrative review **\$100**

## SPECIAL EVENT PERMIT APPLICATION FORM

### Applicant Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

### Event Information

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's written permission must be provided (by mail, fax, or e-mail) to the Planning Office before a permit can be approved.

Brief Description of Event:

**In addition, please provide a site plan, aerial, or sketch of the property showing the proposed location of the event with dimensions noted.**

Dates: \_\_\_\_\_

(Each permit is good for 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.)

Hours of operation: \_\_\_\_\_

**Will a tent be used for this event? \_\_\_\_\_**

If yes, please provide the dimensions of the tent below and note if it will be an open/canopy tent or an enclosed tent.

Dimensions\_\_\_\_\_Open/Canopy\_\_\_\_\_Enclosed\_\_\_\_\_

**Will temporary signage be used? \_\_\_\_\_**

If yes, a temporary sign permit must be obtained from the Neighborhood Resources Department—785-832-7700 (1 Riverfront Plaza Suite 110, Lawrence, KS 66044)

**Are you a merchant in the City of Lawrence? \_\_\_\_\_**

If no, a transient merchant license must be obtained from the City Clerk's office—785-3308 (City Hall, 6 East 6<sup>th</sup> Street, Lawrence, Kansas 66044)

**If you are a Lawrence merchant will your event be at the same location as your business?\_\_\_\_\_**

If no, a transient merchant license must be obtained from the City Clerk's office—785-3308 (City Hall, 6 East 6<sup>th</sup> Street, Lawrence, Kansas 66044)

**Is your business based in Kansas?\_\_\_\_\_**

If no, a transient merchant license must also be obtained from the Douglas County Clerk's office—832-5267 (11<sup>th</sup> and Massachusetts Street, Lawrence, KS 66046)

**Will you be selling KU Licensed Merchandise or items with the KU Logo? \_\_\_\_\_**

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

## **SPECIAL EVENTS APPLICATION FORM INFORMATION**

These items must be submitted to the Planning Office at least 5 working days before the planned event:

1. Application form
2. Fee
  - \$50 for a Type 1 event that requires a permit and for Type 2-4 events which can be reviewed administratively
  - \$100 for a Type 5 event or any event that must be reviewed by the City Commission
3. Site plan or aerial photo with event area marked, with dimensions.  
(If you need a site plan or aerial please contact the Planning Office at 785-832-3150)
4. Brief description of the event, with dates and hours.
5. Property owner's written permission.  
(This can be faxed or e-mailed to the Planning Office.)

### **Please note that the following additional permits may be required:**

Temporary Sign Permit, if temporary signage is planned.

This is obtained from the Neighborhood Resources Department at 785-832-7700. The sign permit application is available on the Neighborhood Resources web site at [www.lawrenceneighres.org](http://www.lawrenceneighres.org) under the link 'sign information'.

Transient Merchant License.

- If you are not a Lawrence merchant hosting the event on your property, you may need a transient merchant license. This can be obtained from the City Clerk's office at 785-832-3308.
- If you are an out-of-state merchant also contact the Douglas County Clerk's office for a transient merchant license at 785-832-5267

KU Licensing

If you intend to sell KU Licensed Merchandise or merchandise with the KU logo contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. He will provide you with a letter which you must display at your event.

The Permits and licenses must be displayed at the event area during event hours.

A Special Event Permit (SEP) is valid for 14 consecutive days. If the event is planned for more than 14 consecutive days an additional permit must be applied for. Both permits can be applied for with one application, however additional fees will be required.

**ORDINANCE NO. 8089**

**AN ORDINANCE ENACTING ARTICLE 15 OF CHAPTER VI, OF THE CODE OF THE CITY OF LAWRENCE, KANSAS 2006 EDITION PERTAINING TO TEMPORARY SPECIAL EVENTS AND REPEALING ARTICLE 15 OF CHAPTER VI PERTAINING TO CHRISTMAS TREE SALES**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:**

SECTION 1: Article 15 of Chapter VI is hereby enacted to the Code of the City of Lawrence, Kansas 2006 Edition and shall read as follows:

“Article 15 Temporary Special Events

6-1501 TEMPORARY SPECIAL EVENTS

6-1501.1 PURPOSE AND INTENT. The purpose and intent of this section is to provide for the temporary use of private property for special events in a manner consistent with its normal use and beneficial to the general welfare of the public. Furthermore, it is the intent of this section to protect nearby property owners, residents and businesses from special events which may be disruptive, obnoxious, unsafe or inappropriate given site conditions, traffic patterns, land use characteristics and the nature of the proposed use. Finally, it is the intent of this section to preserve the public health, safety and convenience.

6-1501.2 SPECIAL EVENT DEFINED. The term "special event" shall mean a temporary, short-term use of land or structures, not otherwise included as a permitted or accessory use by these zoning regulations, for one or more of the following types of activities:

Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations; including any structures in conjunction with the event.

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 will draw additional visitors to a property [such as haunted houses], and including licensed transient merchants requiring use of a tent or structure.

Type 4: Christmas tree sales.

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

6-1501.3 SPECIAL EVENTS NOT REQUIRING A PERMIT. Special events meeting the Type 1 definition are allowed without a Temporary Special Event Permit provided all of the following standards are met:

- A. The special event is conducted entirely on private property owned or leased by the sponsoring organization as a permanent facility.
- B. Any structure used in conjunction with the special event shall meet all applicable yard setbacks, shall be subject to a valid building permit, shall meet the adopted City fire code requirements, and shall be removed within 24 hours upon the cessation of the event.

- C. The special event shall be restricted to hours of operation between 8 a.m. and 9 p.m., to a maximum duration of 5 days, and to a maximum frequency for similar events of 2 times per calendar year.
- D. Signs displayed in conjunction with use shall comply with City sign regulations and shall not be located on public right-of-way.

6-1501.4

SPECIAL EVENTS SUBJECT TO AN ADMINISTRATIVE PERMIT. Special events meeting the following standards may be issued a Temporary Special Event Permit administratively by the Planning Director. Any applicant denied a Temporary Special Event Permit shall be notified in writing of the reasons for denial and of the opportunity to appeal the denial to the City Commission. No more than four (4) Temporary Special Event Permits per calendar year shall be issued administratively at any location. Type 4 events do not count against the permit limit.

- A. Special events meeting the Type 2 or Type 3 definition, and Type 1 events not meeting the standards outlined in Section 6-1501.3, may be permitted administratively by the Planning Director subject to prior review and approval by the Public Works Department, Code Enforcement Division, Police Department and Fire Department. No administrative Temporary Special Event Permit shall be issued unless all of the following standards are met:
  1. An application and site plan indicating the proposed use and any temporary structures or displays are submitted, and a fee paid in accordance with Section 6-1501.6.
  2. The special event shall not cause undue traffic congestion or accident potential given anticipated attendance and specific location of event.
  3. The activity shall not cause the overcrowding of parking facilities given anticipated attendance-and the possible reduction in the number of available spaces caused by the event itself. Permits shall not be issued for properties which do not provide parking spaces in excess of the number required in the zoning ordinance to support the principal use(s) on the property.
  4. The special event shall not endanger the public health, safety or welfare given the nature of the activity, its location on the site, and its relationship to parking and access points.
  5. The special event shall not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter or visual pollution.
  6. Any structure used in conjunction with the special event shall meet all sight distance requirements in the Development Code, shall be the subject of a valid building permit, shall meet uniform fire code requirements, and shall be removed within 24 hours upon the cessation of the event.
  7. Cars, trucks, vans and trailers may not be used for the sale of merchandise. Vehicles used for the storage of merchandise associated with an approved temporary use may only be located on site during the approved hours of operation of the special event.
  8. The special event shall be conducted on private property [on which the Planning Office has an approved site plan on file] in a commercial or industrial zoning district where the property owner has granted the appropriate written permission. Nonprofit organizations may conduct events on any site planned property [in any zoning district] where the property owner has granted the appropriate written permission.
  9. The duration and hours of operation of the special event shall be consistent with the intent of the event and the surrounding land uses, but in no case shall the duration exceed 14 consecutive days.

10. Signs displayed in conjunction with use shall comply with City sign regulations and shall not be located on public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

B. Special events meeting the Type 4 definition may be permitted administratively by the Planning Director subject to prior review and approval by the Public Works Department, Code Enforcement Division, Police Department and Fire Department. No more than one (1) Type 4 permit per calendar year shall be issued administratively at any location. No administrative permit shall be issued unless all of the following standards are met:

1. An application is submitted and a fee paid in accordance with Section 6-1501.6.
2. A site plan is submitted indicating the location of the trees, aisles, parking and sales trailer or structure.
3. The location of the sales area shall not cause the overcrowding of parking facilities given anticipated attendance and the possible reduction in the number of available spaces caused by the event itself. Permits shall not be issued for properties which do not provide parking spaces in excess of the number required in the zoning ordinance to support the principal use on the property.
4. Any structure used in conjunction with the Christmas tree sales shall meet all sight distance requirements of the Development Code, shall be the subject of a valid building permit, shall meet uniform fire code requirements, and shall be removed within 24 hours upon the cessation of the sale.
5. The sale shall be conducted on private property [on which the Planning Office has an approved site plan on file] in a commercial or industrial zoning district where the property owner has granted the appropriate written permission.
6. Christmas tree sales shall be permitted for no more than forty-five (45) consecutive days and the permit will expire on December 31st of each calendar year.
7. Signs displayed in conjunction with use shall comply with City sign regulations and shall not be located on public right-of-way.

6-1501.5 SPECIAL EVENTS SUBJECT TO CITY COMMISSION APPROVAL. Any special event not meeting the criteria of Sections 6-1501.3 or 6-1501.4 may be granted a Temporary Special Event Permit by the City Commission. Such permit may be subject to such conditions and safeguards as the City Commission may deem necessary to protect the public health, safety and welfare. These conditions may include but shall not be limited to:

- A. Restrictions on the hours of operation, duration of the event, size of the activity or other operational characteristic.
- B. The posting of a performance bond to help ensure that the operation of the event and subsequent restoration of the site are conducted according to City Commission expectations.
- C. The provision of traffic control or security personnel to increase the public safety and convenience.
- D. Obtaining liability and personal injury insurance in such form and amount as the City Commission may find necessary to protect the safety and general welfare of the community.
- E. Signs displayed in conjunction with use shall comply with City sign regulations and shall not be located on public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

6-1501.6 APPLICATION AND FEE.

- A. No Temporary Special Event Permit shall be issued until an application has been submitted to the Planning Office and the appropriate fee paid. The application

shall be made on the appropriate form provided by the Planning Office a minimum of five working days prior to the proposed event. Incomplete applications shall not be processed or accepted for processing. An application shall be accompanied by the following items as applicable:

1. A letter from the applicant describing the proposed event, the hours of operation, the duration of the event, anticipated attendance, and any structures used in conjunction with the event.
  2. A sketch plan showing to scale the location of the proposed activities and structures in relation to existing buildings, parking areas, streets and property lines as shown on the approved site plan. In no event shall structures or display areas be located any closer than 25 feet to public right-of-ways adjacent to the property.
  3. A letter from the property owner or manager, if different from the applicant, providing permission for the special event to occur on the property.
  4. A separate application will need to be made to the Code Enforcement Division for any signs to be displayed in conjunction with the special event. In no event shall signs be displayed on the public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.
- B. Each application for a Temporary Special Event Permit shall be accompanied by an application fee. The fee for all applications subject to administrative review and the review fee for Type 4 applications shall be \$50. The review fee for Type 5 applications and applications which do not meet the standards outlined in Sections 6-1501.3 or 6-1501.4 shall be \$100.
- C. The approved Temporary Special Event Permit issued shall be available on site for inspection for the duration of the event.”

SECTION 2. Existing Article 15 of Chapter VI is hereby specifically repealed.

SECTION 3. This ordinance shall take effect upon adoption and publication as provided by law.

Adopted by the governing body this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

APPROVED:

\_\_\_\_\_  
Mike Amyx, Mayor

ATTEST:

\_\_\_\_\_  
Frank S. Reeb, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Toni Ramirez Wheeler  
Director of Legal Services

\_\_\_\_\_  
Date