



TEMPORARY USE PERMIT APPLICATION FORM

City of De Soto, Kansas

Permit # _____
Filing Fee* \$30 Admin approval _____
\$50 Council approval _____

Please complete form and return to:
Community Development, City of De Soto, 32905 W 84th St., De Soto, KS 66018

Organization _____ Contact _____
E-mail _____ Phone _____
Event Address: _____
Event Location: _____
Property Owner _____ Phone _____

COMPLETE DESCRIPTION OF ALL PLANNED ACTIVITIES:

Name of Event: _____
Date(s) & time(s) of event: _____
Description of activities _____

Sketch of site layout attached YES _____ N/A _____
Will a sign be part of the Temporary Use Permit? YES _____ NO _____
If yes, describe size and location. _____

All signs must conform to De Soto City Code Article 7. Sign Regulations.

Procedure and Approval.

Please see the Temporary Use Permit regulations to determine the classification of your event/condition. There may be additional requirements depending upon the classification of your use.

- Fees. See the Table on page 5-8 of Article 5 to determine fee amount.
 - Admin = staff approval (fee is \$35)
 - Gov = City Council approval (fee is \$50)
- Staff Approval – applicant submits materials to staff. Materials are reviewed and if application is classified as Administrative Approval, staff will proceed with the approval process.
- Council Approval - applicant submits materials to staff. Materials are reviewed and staff will prepare a report to be presented at the next regularly scheduled City Council meeting. It is advisable that the applicant be present at the meeting to answer any questions the Council may have.
- Applicant will be notified concerning Staff or Council’s decision and any conditions required.
- Permit is non-transferrable and shall be posted on the site for the duration of the event.

The information provided below will be used to determine if the permit request meets the temporary use permit regulations and the extent of impact the use may have upon the area. See attached worksheet for information/aid in filling out this form--

- Parking & Traffic Control:

- Adequate Sight Distances.

- Nuisances.

- Waste Disposal. (Trash pick-up and Toilet Facilities)

- Utilities. (Contact Jay Garvin @ 913-586-5280 for requirements)

- Fire Protection. All food vendors that have cooking appliances on-site are required to have a fire extinguisher within their booth/trailer.

- Site Clean Up. The site shall be cleaned up and restored to its previous condition upon expiration of the Temporary Use Permit. If the site is not returned to its previous condition, the City may restore the site at the event coordinators expense.

- Public Safety. (Contact JoCo Sheriff's Department/NWCFD notification)

.....

Owner Signature _____ Date _____
By my signature, I am authorizing the activities as described in this application.

Signature _____ Printed _____ Date _____

Approved by _____ Date _____

Approved by the City Council on _____

Witness: _____

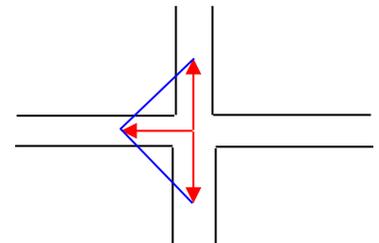
Permits for Emergency Relief Housing, Commercial Activities and Public Events require City Council approval. The Council meets on the 1st and 3rd Thursdays. Submit application information and fee in the amount of \$50 at least 2 weeks prior to the Council meeting. Permits requiring administrative approval may be submitted 1 week prior to the event.

General Information:

- Organization: (Sponsoring group, business, or person)
- Contact information: (Name, address, phone number, email)
- Proposed Use/Name of Activity: (ie. Annual Craft Fair, De Soto Days Festival, etc.)
- Dates/Times: Times for activities on each day/date
- Location: (Address + area of property to be used, ie: sidewalk in front of 32905 W 84th St)
- Activities anticipated: (cake walk, music, craft booths, food vendors, etc.)

Provide the following information along with a sketch of the site and layout of activities--

1. Parking and Traffic Control. Provide information on—
 - The location and extent of all parking—must be an off-street location
 - Expected traffic levels and times of heaviest concentration
 - Pedestrian provisions—safe pathways for moving between parking and activities
2. Adequate Sight Distances.
 - Do not place booths, advertising, vehicles, equipment trucks or any other obstacle within the site triangle of an intersection of a street or access drive. The ‘sight triangle’ is determined by measuring 90’ (red lines) from the center point of the intersection in all three directions and connecting those points (blue lines).
3. Nuisances. What you expect in the way of noise, odor, or light emissions, etc. that may be annoying to surrounding residents.
4. Waste Disposal and Site Clean-up.
 - Restroom facilities provided
 - Trash pickup/cleanup/provisions and site restoration
5. Utilities. All temporary utility installations (electric, water??) need to meet code and may need permits. (Check with Jay Garvin 913-586-5280)
6. Fire Protection/Medical Emergency/First Aid provisions:
 - Notification of Fire District usually required
7. Will you need to close any streets?
 - Requires City Council approval. City will provide barricades for your use
8. Public Safety.
 - Notification of Johnson County Sheriff’s Department and Northwest Consolidated Fire District usually required.



Provide any additional information that would be useful for the Council to understand the nature and extent of your planned activities. Use extra pages as needed.

Other Information or Permits:

- If using a City Park or other City facility, use fees may be required. Contact Parks & Recreation Director, Jay Garvin at 913-586-5280.
- If activities will exceed the City’s Noise regulations, a Noise Permit may be needed.
- If planning on serving alcoholic beverages, a Special Event Cereal Malt Beverage Permit will be needed – contact City Clerk, Lana McPherson at 913-586-5250.
- If planning a parade, a Parade Permit will be needed.