

SPECIAL EVENT PERMIT

How to apply for a special event permit, please begin process 45 days prior to planned event date, review the requirements and process.

REQUIREMENTS:

1. Completed application -- The following information is required as part of the application process.
 - ❖ Are you requesting a street blockage? If yes, please have each property owner sign an acknowledgement of the event on the provided form.
 - ❖ Will there be outside noise? If yes, please review Chapter 250 Section 250.030 of the Platte City Code for the regulations. <http://ecode360.com/28546978?highlight=noise>
2. Special Event Permits are available at City Hall or in the document center of the City's website: <http://www.plattecitecity.org/documents.aspx> . If you have questions regarding the special event permit process you may reach the City Clerk's office at (816) 858-3046.

Completed application may be dropped off or mailed to:

City of Platte City
Attn: City Clerk
400 Main Street
Platte City, Missouri 64079

We also accept submittal of your application (and all documentation) by email (cityclerk@plattecitecity.org) or fax (816)858-5402 and subsequent credit or debit card payment by phone (816)858-3046.
A processing fee applies on all credit or debit card payments(at this time the City only accepts VISA or MASTERCARD).

PROCESS:

Special event permits require approval either by staff or by the Board of Aldermen depending on the type of event. Any event that is requesting a street blockage or variation from approved ordinance requires Board of Aldermen action. In order for an item to be placed on the agenda of the Board of Aldermen the item must first be heard by a subcommittee.



City of Platte City, Mo
City Clerk
400 Main Street
Platte City, MO 64079
(816) 858-3046 Fax: (816) 858-5402
www.plattecity.org
Email: cityclerk@plattecity.org

SPECIAL EVENT PERMIT APPLICATION

You may find the relevant City code, Chapter 610 --- Solicitors, Salesmen, Peddlers & Vendors -- online at www.plattecity.org (municipal code) You are encouraged to review its contents.

APPLICANTS NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

BUSINESS OR SPONSORING ORGANIZATION INFORMATION:

Name of Business: _____
Phone Number: _____ Email: _____
Address: _____

EVENT INFORMATION:

Date of Event: _____
Location Address: _____
Start Time of Event: _____ Ending Time of Event: _____
Event Details (Food served, vendors, street blockage, alcohol on streets etc)

Streets to be Blocked (please provide a map):

Requested street blockage Start time: _____ End time: _____

Applications for Special Event Permits exceeding the five (5) calendar or consecutive days throughout the year, will be causing a street closure or requesting exemption from the noise regulations chapter of the Platte City Municipal Code must be reviewed for approval or denial by the Board of Aldermen prior to granting a permit.

Applications must be submitted 45 days prior to the requested event date.

I CERTIFY THE INFORMATION IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

Applicant's Printed Name

Applicant's Signature

Date

LICENSE FEE SCHEDULE	
PERMIT FEE-	\$50.00