



## Temporary Use Permit and Block Party Permit Application Instructions

Call Planning & Development at 816.439.4530 for more information

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A *Temporary Use Permit* (TUP) is required for all outdoor special events and for outdoor sales events. TUPs are limited to one event per property per month, and may not exceed five days in duration. Sales events may be held by nonprofit organizations or by the owner of a business at the location of the business only.

A *Block Party Permit* is required to request a street closure for the purpose of a neighborhood or block party.

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For a **Temporary Use Permit**, please submit the following to the Planning & Development Department *at least one week prior* to the event:

- A completed application form
- A site plan of the location and event (may be hand drawn)
- A letter of permission from the property owner, if other than the applicant
- If the event will be held on public (City) property, a certificate of insurance listing the City as a certificate holder (*not as additional insured*)
- A copy of the certificate of flame resistance for any tents used, if applicable
- A copy of the City Occupational License, if applicable
- Authorization from the Liberty Police Department to close a street, if applicable
- A copy of the temporary food establishment permit issued by the Clay County Health Department, if applicable.

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For a **Block Party Permit**, please submit the following to the Planning & Development Department *at least one week prior* to the event:

- A completed application form

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### Special conditions

*Electrical service:* For any use that requires electrical service, a safety inspection by the City's Building Inspector must be completed prior to the start of the event. Call 439-4534 for an inspection.

*Alcohol:* Alcohol is not permitted at outdoor special events without a special event liquor license. Please contact the City Clerk at 439-4416 for further information about special events involving alcohol, *at least six weeks prior* to the event.

*Use of City Parks:* Authorization from the Parks Department is required for use of public parks for special events. Additional requirements and a deposit or fee may be required.

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#### Potential Conditions of Temporary Use Permits:

1. After event, return site to its original conditions.
2. If food will be served, acquire certificate from the Clay County Health Department.
3. Set up where there are no windows and at least 20 feet away from any building.
4. Do not block fire lane.
5. Orient event so pedestrians do not have to stand in traffic to participate.
6. Leave sufficient room on sidewalk for customer traffic.
7. Do not take up handicap accessible parking spaces.
8. No attention attracting devices like streamers and balloons.
9. Do not block ingress/egress.
10. Make sure any tent is securely fastened.

#### Conditions of All Block Party Permits:

1. Contact person is responsible for set-up and removal of the street barricades at the times allowed.
2. A driving lane is required to be open at all times for emergency vehicle access.
3. No alcoholic beverages allowed on City streets at any time per Chapter 3-24 of the Liberty City Code.
4. Curfew is midnight.
5. Contact person shall be responsible for clearing street of all debris immediately following the conclusion of block party.
6. City reserves the right to cancel block party at any time, if deemed in the overall best interest of the citizens of Liberty.
7. City does not assume any responsibility for any accidents, injuries or incidents which may occur as a result of the block party

The applicant will receive a signed Temporary Use Permit or Block Party Permit upon approval of the application.



# Temporary Use Permit and Block Party Permit Application

Accepted by:	_____
Date Rcvd:	_____

Section 30-26: 30-26.1, 30-26.2, 30-26.3, Unified Development Ordinance of Liberty, Missouri

## Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City, ZIP \_\_\_\_\_

## Application Type and Information

Check One:     Temporary Use Permit       Block Party Permit

Description of Event: \_\_\_\_\_

Dates and Times of Operation: \_\_\_\_\_

Special Conditions (check all that apply)

- |                                                                             |                                          |                                          |
|-----------------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Festival / Carnival                                | <input type="checkbox"/> Signs / Banners | <input type="checkbox"/> Use of Sidewalk |
| <input type="checkbox"/> Food                                               | <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Tent            |
| <input type="checkbox"/> Alcohol<br><i>(requires Special Event license)</i> | <input type="checkbox"/> Closing Streets | <input type="checkbox"/> Sales Event     |
|                                                                             | <input type="checkbox"/> Use of Parks    | <input type="checkbox"/> Fun Run         |

## To be completed for Temporary Use Permit

Property owner: \_\_\_\_\_ Location: \_\_\_\_\_

Street to be closed, if any: \_\_\_\_\_ from: \_\_\_\_\_ (Street) to: \_\_\_\_\_ (Street)

Other street information as needed: \_\_\_\_\_

## To be completed for Block Party Permit

Civic Group/Neighborhood Organization: \_\_\_\_\_

Street to be closed: \_\_\_\_\_ from: \_\_\_\_\_ (Street) to: \_\_\_\_\_ (Street)

Address where street barricades will be delivered and picked up: \_\_\_\_\_

Are there any residents of the street to be closed who object to this request for the block party? **Y**\_\_\_ **N**\_\_\_

If yes, please explain: \_\_\_\_\_

**INDEMNITY:** Licensee agrees to defend and indemnify the City, its officers, agents and employees from all claims of every kind including all costs of defense arising out of, or which would not have occurred but for Licensee's use of the facilities licensed herein. Liability limits are as follows with the minimum amounts carried being \$2,000,000 per occurrence and \$2,000,000 aggregate. Licensee accepts the facilities (and equipment, if applicable) in "as is" condition. Licensee shall be responsible for proper conduct of any and all persons attending the Event. *By my signature on this form, I hereby confirm that the information provided above is accurate.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return completed application to Planning & Development Dept., Liberty City Hall, 101 E. Kansas St., or fax to 816.439.4513. For more information call 816.439.4530.*