



**APPLICATION FOR NEIGHBORHOOD SPECIAL  
EVENT PERMIT  
City of Prairie Village, Kansas**

1. Date/Time Application Filed \_\_\_\_\_

2. Date/Time Received by Chief of Police \_\_\_\_\_

Neighborhood Special Event Permits must be submitted for approval to the Chief of Police a minimum of two weeks prior to the commencement date of the special event. The Chief of Police shall determine whether to approve, approve with conditions, or deny the permit within one week after the application is received.

3. Applicant's Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

4. Location of Event \_\_\_\_\_

- Is the Applicant the  owner of the property  
 occupant of the property  
 both

5. Will the Event occur at multiple property addresses?  Yes  No

If yes, please attach a separate sheet listing all property addresses, owners' names and contact information.

6. Dates of Event \_\_\_\_\_

Daily Hours of Operation \_\_\_\_\_

Starting Time \_\_\_\_\_ Completion Time \_\_\_\_\_

Estimated daily attendance (indicate if attendance varies by day) \_\_\_\_\_

7. Please attach documents containing the following:

- a. A detailed description of the event;
- b. A description of any signs or structure used in conjunction with the event;
- c. A sketch plan showing the location of the activities, structure and signs in relation to existing buildings, parking areas, streets and property lines, and
- d. Any additional information deemed necessary by the City.

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The Police Department may deny a neighborhood special event permit if it determines that there are no conditions which can be imposed which will protect the public safety and welfare.

The Police Department may grant a neighborhood special event permit with conditions deemed necessary to protect the public safety and welfare, including, but not limited to:

- The placement by the Public Works Department of signs, including limited turning signs, one way traffic signs, protected pedestrian crossing signs, and restricted parking signs, in order to regulate traffic flow, parking, and pedestrian safety,
- The presence of police officers during some or all of the neighborhood special event operating times in order to regulate and enforce traffic, pedestrian safety and parking and to insure that fire and police protection and ambulance service to the areas near such neighborhood special event are not unduly interfered with or prevented,
- Limits on the hours of operation in order to prevent a diversion of police from normal services.

If the Police Department determines that signage or police presence is required, or if the City provides other services or equipment at the request of the applicant, the applicant shall be required to reimburse the City for the costs of such signage, equipment or services.

If costs are to be reimbursed to the City, the applicant shall pay the estimated costs upon issuance of the neighborhood special event permit. If the costs are less than the estimated cost advance, the City shall refund the difference to the applicant within 30 days of the termination of the neighborhood special event. If the costs are more than the estimated cost advance, the City shall so notify the applicant who is obligated to pay such excess costs within 30 days of demand therefore.

I hereby accept this financial responsibility and agree to reimburse the City of Prairie Village for all costs incurred as a direct result of this Neighborhood Special Event Permit.

I also understand and do agree that as the applicant for this Neighborhood Special Event Permit, I/we indemnify the City of Prairie Village and hold it harmless for any and all liabilities, including the cost of defense, it may incur as a result of, or out of the conduct of, any neighborhood special event.

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Applicant Signature

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Date

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NOTE: If the Police Department disapproves any application, it shall give the reasons therefore in writing, file same with the City Clerk and mail or deliver a copy to the applicant. The applicant may appeal such disapproval by filing a written notice thereof with the City Clerk within 15 days after the Police Department files the statement of reasons for the disapproval. A hearing on such appeal shall be held by the Governing Body of the City no more than 14 days after the applicant files such notice of appeal. The Governing Body, after a hearing, may reverse or affirm the decision of the Police Department by a majority vote. Applicant may bring an action in the District Court of Johnson County to determine the reasonableness of any such decision. Such appeals must be filed in the District Court within 30 calendar days after the date that the decision of the Governing Body was made.

Application for this Neighborhood Special Event Permit is:

- Approved
- Approved with the conditions listed on the attached memorandum
- Disapproved with explanation listed on the attached memorandum

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Chief of Police

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City Clerk

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Date

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Date