



**Short-Term Conditional Use Permit Application**  
**Public Street Eating/Alcohol Consumption Application**  
**City Property Eating/Alcohol Consumption Application**

2010 Howell, North Kansas City, MO 64116 | Ph: 816-274-6006 | permits@nkc.org

Permit Number (office use): \_\_\_\_\_

Application Deadline: This application shall be submitted to the City a minimum of **21 days prior** to event to allow for processing by City staff and approval by the City Council.

**EVENT INFORMATION**

Name of Event/Purpose for Application \_\_\_\_\_

Event Address \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours of Operation \_\_\_\_\_

Property Owner \_\_\_\_\_ Owner Contact Phone Number \_\_\_\_\_

Event Manager/Responsible Party \_\_\_\_\_ Responsible Party Phone Number \_\_\_\_\_

Detailed Description of event \_\_\_\_\_

**SPECIAL EVENT INFORMATION**

Expected number of attendees \_\_\_\_\_ Event is Public Private (invite only) Event is Indoors Outdoors

Will the Event be held within 100 feet of a church or school? Yes No

Will food be served? Yes No Will there be Security? No Yes, armed Yes, unarmed

(If yes, contact Clay County Health Department for any required permits)  
 (816) 595-4350)

Will the Event include:

DJ/Band/Music	Stage Inspection required	Tent Inspection required	Street Closing Traffic control plan required
Heaters	Pyrotechnics Operating Permit required	Open Flames Operating Permit required	Run/Walk Route approval required

If requesting a street closure - have property owners impacted by closure been notified? Yes No

Are you requesting any special services from the City of North Kansas City? Yes No

City Services Requested \_\_\_\_\_

**OUTDOOR EVENT INFORMATION**

Will there be any tents? Yes No # of tents \_\_\_\_\_ Square footage of each tent \_\_\_\_\_

Will the event be enclosed by barricades of any type? Yes No Barricade type \_\_\_\_\_

Will there be portable bathroom facilities available? Yes No If yes, how many \_\_\_\_\_

# PUBLIC DINING/ALCOHOL CONSUMPTION INFORMATION (STREETS OR PROPERTY)

Required attachments are as follows:

Drawing of event space that includes

- proposed layout of the area
- location of separating rail or fence controlling access
- means of egress from the area
- placement of tables, chairs, umbrellas, outdoor planters, etc
- location of existing tree wells, grates, and other street furniture
- traffic control plan for street closures

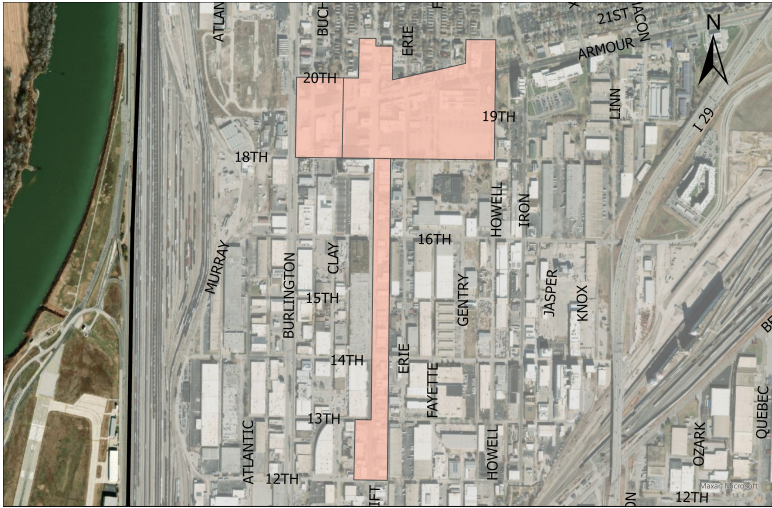
Copy of submitted NKC Temporary Caterer's Permit Application (if applicable)

Copy of approved Missouri Temporary Caterer's Permit Application (if applicable)

Certificate of Insurance providing at least two million dollars (\$2,000,000) of comprehensive general liability extending premises coverage to all activities associated with public street or city property dining and/or public street or city property alcohol consumption, with the City of North Kansas City listed as an additional insured with respect to such activities.

Pursuant to NKC Code of Ordinance Chapter 4.30 - Eating and Alcohol Consumption on Sidewalks, Public Streets and City Properties

## LIMITED AREAS ELIGIBLE FOR USE



### Legend

- Downtown Zoning
  - C-2 Downtown Business
- City Limit

### Please Note:

The public sidewalk, street dining/alcohol consumption license is limited to the Downtown Area as defined by the 2016 North Kansas City Master Plan.

## APPLICANT INFORMATION

Applicant Name Applicant Email Applicant Phone Number

Applicant Signature Date

## CITY APPROVALS

Community Development Position Date

Public Works Position Date

Fire Department Approval Position Date

Police Department Approval Position Date

Liquor Control Approval Position Date

City Council Date Action Date

## POLICIES GOVERNING SPECIAL EVENTS AND TEMPORARY CATERER'S PERMITS

### Chapter 4.30.080 - Regulations

The conduct of sidewalk dining and/or alcohol consumption pursuant to a license issued under this article shall be subject to all of the following restrictions and requirements:

- A. Public sidewalk, street dining/alcohol consumption license is **limited to the Downtown Area** as defined by the 2016 North Kansas City Master Plan.
- B. All premises subject to a sidewalk alcohol consumption license must be defined by use of a fixed railing, fence, or other permanently affixed barrier marking the boundary of the licensed area. The materials shall be decorative and blend with the character of the community, such as wrought iron. Wood picket, stockade or chain link is not permitted. The height shall be at minimum 3 feet and not exceed 4 feet and provide at least 60% transparency. Such separating materials must be clearly marked and described in the license application.
- C. The sidewalk dining/alcohol consumption area must not inhibit pedestrian traffic on public sidewalks, and a paved area must be open and unobstructed for pedestrian traffic between the closest edge of the access control rail or fence or the cafe-type tables, whichever shall be closer to the curblin, and the curblin, which area shall have a minimum width greater than four feet, exclusive of any street tree grates or wells.
- D. Operators of restaurants and/or dining/drinking establishments shall not place anything in an alleyway or walkway or set up tables in such a manner as to block any alleyways or walkways or any building entrance/egress. It shall be unlawful to obstruct or reduce in any manner the clear width of any exit discharge passageway, as determined by the clear width opening of the entrance/egress door(s). The passageway shall be as straight as possible leading directly to the street.
- E. The only furnishings permitted within licensed area are tables, chairs, umbrellas, and outdoor planters. Umbrellas shall not be allowed if such inhibit pedestrian traffic on public sidewalks or reduce the minimum pedestrian width to less than four feet.
- F. Operators of restaurants and/or dining/drinking establishments shall not place any table, sign, umbrella or other item in such a manner as to block any municipal signs, receptacles for trash, public benches or other public amenity, including fire hydrants and fire department connections (FDC).
- G. Operators of restaurants and/or dining/drinking establishments must provide for the disposal of recyclable cans/bottles and garbage. Public receptacles for trash shall not be used. Sidewalk areas shall be kept clean during hours of operation. Litter shall not be permitted on adjoining sidewalks or property.
- H. Operators of restaurants and/or dining/drinking establishments are prohibited from serving drivers or passengers of vehicles. All customers must stay within the licensed area.
- I. Operators of restaurants and/or dining/drinking establishments are prohibited from using public utility hookups.
- J. Licensees may play music or other sound not exceeding 70 decibels during operating hours. Sound speakers must be directed toward the licensed area.
- K. All food preparation shall be in the regular kitchen area of the restaurant, not outside. All drink preparation shall in the regular bar area of the establishment, not outside.
- L. All outdoor food service is subject to the regulations contained in all applicable health codes. All outdoor alcoholic drink service is subject to the regulations contained in the laws of the State of Missouri, as well as in the city's alcohol code requirements.
- M. No portion of any dining/alcohol furnishings or equipment, including chairs, tables, opened umbrellas and outdoor planters, shall encroach upon the sidewalk area in a manner to block, impede or cover adjacent store fronts, doors or windows in front of other business establishments without the consent from said business owners.
- N. On the day of certain special public events as declared and determined by the city (e.g., parades and other street activities), sidewalk/outdoor alcohol sales and alcohol consumption shall be prohibited.
- O. Permissible hours of operation shall be from 7:00 a.m. to 10:00 p.m.
- P. Everything must be secured or removed and trash and/or other debris shall be appropriately disposed of by the operator of the dining/drinking establishment by 10:30 p.m. daily. Public receptacles for trash shall not be used.
- Q. The city retains the right to temporarily suspend a sidewalk dining/alcohol consumption license to allow for construction activity, utility repairs, special events or for any other reason as deemed appropriate by the city council, with reasonable advance notice to be given to affected licensees.
- R. Licensees shall be responsible to install, remove, or replace railings, fences, or other permanently affixed barriers required by this section. Licensees shall reimburse the Public Works Department for any necessary repair to public sidewalks, streets, city properties caused by the installation, removal, or replacement of such railings, fences, or barriers.
- S. No person shall carry alcohol in an open container outside of the approved premises.