



**SHORT-TERM SPECIAL USE PERMIT  
APPLICATION  
City of Prairie Village, Kansas**

Application Date: \_\_\_\_\_

\$25 Application fee

Name \_\_\_\_\_

Email address \_\_\_\_\_ (circle one) Mail copy OR Email copy to me

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Is the organization (check all that apply):

\_\_\_\_\_ Non-profit \_\_\_\_\_ Civic \_\_\_\_\_ Incorporated  
\_\_\_\_\_ Authorized to do business in the State of Kansas

USE: \_\_\_\_\_ Sale / activity \_\_\_\_\_ Trade show \_\_\_\_\_ Street Fair  
\_\_\_\_\_ Exposition \_\_\_\_\_ Promotional venture / entertainment

Please give a complete description of proposed use: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Attach any descriptive materials such as plans, maps or size dimensions, etc. to better illustrate the proposed use.

Please indicate what types of signs, flags or other devices will be used to attract attention:

\_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Estimated accumulation of automobiles \_\_\_\_\_ and persons \_\_\_\_\_

Other characteristics and effects on neighborhood: \_\_\_\_\_

\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

(Signature of applicant)

**Amount received** \_\_\_\_\_ **Date** \_\_\_\_\_ **Rec'd by** \_\_\_\_\_

**See reverse for conditions of approval**

As outlined in Chapter 19.34 of the Prairie Village Municipal Code, the City Council may, upon application by the proponent, issue a short-term temporary use permit for a period of no more than thirty days for the use of a specific parcel of land for such temporary uses as charitable, civic, or sales and activities, trade shows, street fairs, expositions, promotional ventures and entertainment, without publication or posted notice, provided the following conditions are met:

1. The applicant shall submit in written form a complete description of the proposed use, including drawings of proposed physical improvements, estimated accumulation of automobiles and persons, hours of operation, length of time requested, and other characteristics and effects on the neighborhood;
2. If approved, a specific time period shall be determined and the short-term permit shall not be operated longer than the period stipulated in the permit;
3. Upon the cessation of the short-term permit, all materials and equipment shall be promptly removed and the property restored to its normal condition. If, after giving full consideration to the effect of the requested short-term permit on the neighborhood and the community, the Mayor or his/her designee deems the request is reasonable, the permit for the short-term use may be approved. Conditions of operation, provision for surety bond, and other reasonable safeguards may be written into the permit. **In addition, the Chief of Police and/or the Fire Chief may impose requirements or restrictions when public safety or the general welfare of the public is a matter of concern based on the venue or expected volume of participants.** Such permit may be approved in any zoning district.
4. A fee of twenty-five dollars shall be charged for the applicant for each short-term special use permit.
5. If the applicant is not the property owner, a letter shall be supplied to the City from the Owner, and the tenant, if applicable; stating that the activity meets their approval.

If you plan on having a large tent or open flames, contact Consolidated Fire District No. 2 at 913-432-1105.

If you are serving food, contact the Kansas Department of Agriculture, Food Safety & Lodging at 785-296-5600.

**Date application approved:** \_\_\_\_\_

**Conditions of approval:**

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**Mayor Laura Wassmer**