

Temporary Outdoor Seating

The Blue Springs City Council granted temporary emergency powers to the Mayor and City Administrator on Monday, May 18, 2020 by [Ordinance No. 4907](#). The purpose of the emergency powers is to waive, modify, or suspend the operation of City ordinance and policy requirements, including but limited to the issuance of licenses and permits and competitive bidding requirements to support and assist in the reopening of businesses in the City effected by the COVID-19 pandemic.

On Friday, May 22, 2020, the Mayor and City Administrator approved a joint order to provide relief to businesses that serve food and beverages to customers to allow the expansion of temporary outdoor seating areas for diners, restaurants, and bars. Businesses wishing to expand their outdoor seating areas need to first obtain a Temporary Use Permit (TUP) from the Community Development Department. As part of the TUP application process the applicant will need to provide the following information:

1. A completed Temporary Use Permit.
2. A written description of the intended use, duration, and other details for the desired outdoor seating area.
3. A site plan, aerial photograph, or other similar drawing indicating where on the property or adjacent area they would like to locate the additional seating. The plan must include distances between tables and existing structures to demonstrate proper social distancing can be achieved and appropriate pedestrian paths are available.
4. A letter of permission from the property owner or adjacent property owner if utilizing any adjacent properties for expanded seating area or parking.

In addition to the City's Temporary Use Permit, businesses should also note the following additional requirements that may be applicable through the [State of Missouri](#) and Jackson County Health Department:

1. Approval of an application to [Change Description of Licensed Premises](#) from MO Division of Alcohol and Tobacco Control.
2. All [Jackson County Health Department](#) guidelines and requirements extend to the entire premises, including indoor and outdoor premises. Questions should be directed to (816) 404-6415.

For more information the rules or how to apply, please contact:
Community Development Department, Kristen Crosslin, 816-228-0131 or by [e-mail](#)

Business Services Division
903 W. Main Street, Blue Springs, MO
Ph: 816-228-0131

Permit required 10 business days before event.
Depending on the scope of the event, fee may be required.

<input type="checkbox"/> Outdoor Event	<input type="checkbox"/> Outdoor Sale/Tent Sale	<input type="checkbox"/> Parade	<input type="checkbox"/> Mobile Charitable Solicitations (Boot Blocks)
<input type="checkbox"/> Walk/Run	<input type="checkbox"/> Block Party	<input type="checkbox"/> Other	

Applicant/Business/Organization Responsible for Event (please include d/b/a if applicable)

Applicant's Address _____ City _____ State _____ ZIP _____

Contact Name _____ Phone Number _____

Contact Name _____ Email Address _____

EVENT INFORMATION

Event Name _____ Anticipated Attendance _____

Location Name _____ Owner of Location _____ Location Zoning _____

Street Address _____ City _____ State _____ ZIP _____

Event Beginning Date _____ Event Beginning Time _____ Event Ending Date _____ Event Ending Time _____

PARADE OR WALK/RUN

Number of Vehicles

Number of People

Types of Vehicles (autos, floats, etc.)

BLOCK PARTY

Do you need barricades from the City?
 Yes No

Location of Barricades

Do you need traffic cones from the City?
 Yes No

Location of Traffic Cones

MOBILE CHARITABLE SOLICITATIONS (BOOT BLOCK)
(ORGANIZATIONS ARE LIMITED TO 4 EVENTS PER CALENDAR YEAR.)

Intersections Requested

Number of People Collecting

APPLICANT MUST PROVIDE THE ADDITIONAL REQUIREMENTS

- Detailed diagram of event including the address of property with site plan showing buildings, streets and location of event. The drawing needs to have accurate dimensions showing where attendees/visitors will assemble, event parking and traffic circulation. Additional information may be required.
- Letter of permission from property owner
- If tents are involved, contact Codes Administration at (816) 220-4565
- If outdoor entertainment or additional signage is involved, contact City Planning at (816) 220-0142
- Statement of confirmation of ADA compliance
- Applicant may need to provide Proof of Event/Business Insurance
- If organization is non-profit, copy of state non-profit verification

Initial _____

A commercial establishment may not use loud speakers at any time that create a "noise disturbance" that annoys or disturbs a reasonable person of normal sensitivities that is located on another piece of property at any time and a loud speaker cannot be used at all on a public right-of-way on public space between 11 p.m. and 6 a.m. the following. In addition, no person shall make, create or cause, continue, or cause to be or continue, any noise disturbance between the hours of 11 p.m. and 6 a.m. the following day.

Return all Information and Check to: City of Blue Springs, Business Services Division
903 W Main Street, Blue Springs, MO 64015

By signing below, you certify that the information given in this application is true to the best of your knowledge.

Signature of Applicant _____

Printed Name _____

Title _____

Date _____

OFFICE USE ONLY

Codes Administration Approved Disapproved Event Fee?

Date Codes Administration Staff Fee Amount Due if Applicable

Police Department Approved Disapproved Event Fee?

Date Police Administrator Fee Amount Due if Applicable

Business Services Approved Disapproved Event Fee?

Date Business Services Staff Fee Amount Due if Applicable

Please keep a copy of the signed and approved permit onsite throughout your event.