

PARKING LOT PATIO LICENSE APPLICATION

BUSINESS NAME: _____

DBA NAME: _____

BUSINESS ADDRESS: _____ NORTH KANSAS CITY, MO 64116

APPLICANT NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ EMAIL: _____

DIAGRAM OF THE PREMISES: APPLICANTS MUST SUBMIT A SITE PLAN SKETCH SHOWING THE BOUNDARIES OF THE PARKING LOT PATIO. THE SITE PLAN MUST SHOW BARRIERS TO BE PLACED BETWEEN THE PATIO AREA AND VEHICLE CIRCULATION OR PARKING AREAS. ENTRANCES INTO THE PATIO MUST BE MARKED. THE SITE PLAN SHOULD PROVIDE A LAYOUT OF THE PATIO SPACE, INCLUDING DIMENSIONS FOR THE OVERALL AREA AND DIMENSIONS BETWEEN SITE FURNISHINGS, ALONG WITH WHERE ALCOHOL WILL BE SOLD AND CONSUMED, IF APPLICABLE.

LIST TYPE OF BARRICADE TO BE USED TO ENCLOSE THE AREA:

- PLASTIC SNOW FENCE WOOD BARRICADES STEEL BIKE RACKS CHAIN LINK
 BOLLARDS & ROPE JERSEY BARRIERS OTHER _____

PRIVATE PROPERTY – LANDLORD/OWNER APPROVAL:

APPROVED APPLICANTS SERVING ALCOHOL WILL NEED A LETTER FROM THE PROPERTY OWNER STATING APPROVAL OF THE PARKING LOT PATIO. THIS LETTER IS REQUIRED BY THE STATE WHEN YOU APPLY FOR YOUR CHANGE IN DESCRIPTION TO INCLUDE THE PARKING LOT PATIO.

----- FOR PARKING LOT PATIOS REQUESTING ALCOHOL -----

WHO IS THE LIQUOR LICENSE HOLDER: _____

LEGAL CHANGE OF DESCRIPTION: APPLICANT MUST APPLY FOR A LEGAL CHANGE OF DESCRIPTION TO THEIR LIQUOR LICENSE WITH THE STATE OF MISSOURI. IT IS A ONE PAGE APPLICATION THAT MUST BE SIGNED BY THE LICENSEE'S MANAGING OFFICER. IN ADDITION TO THE COMPLETED/SIGNED/NOTARTIZED FORM, YOU WILL ALSO SUBMIT A PHOTOGRAPH OF THE PROPOSED AREA, AS WELL AS, A LETTER FROM THE LANDLORD/PROPERTY OWNER GRANTING THE ENTITY PERMISSION. THE APPLICATION FOR THE STATE LICENSE MAY BE EMAILED TO: MATT BRANTNER AT MATTHEW.BRANTNER@DPS.MO.GOV AND VICTORIA RESSLER AT VRESSLER@NKC.ORG FOR PROCESSING.

APPLICATION LINK: https://atc.dps.mo.gov/documents/forms/MO_829-A0030.pdf

ALL LIQUOR LICENSES SHALL OPERATE UNDER THEIR SPECIFIED CLASSIFICATION.

THE TEMPORARY PARKING LOT PATIOS LICENSE IS ONLY VALID FOR THE DURATION OF THE PUBLIC HEALTH EMERGENCY, AT WHICH TIME, LIQUOR LICENSE HOLDERS WILL BE REQUIRED TO CHANGE BACK THE LEGAL DESCRIPTION ON THEIR LICENSE WITH THE STATE AND CITY.

I, _____, BEING OF LAWFUL AGE AND DULY SWORN UPON MY OATH, DECLARE THAT I HAVE READ THE APPLICATION AND FULLY UNDERSTAND THE CONTENTS THEREOF AND THE INFORMATION THAT I HAVE PROVIDED IS ACCURATE AND COMPLETE.

MANAGING OFFICER'S SIGNATURE: _____ DATE: _____

----- REVIEW PROCESS -----

1. ALL APPLICATION FEES ARE WAIVED.
2. THE COMMUNITY DEVELOPMENT DEPARTMENT SHALL RECEIVE AND REVIEW ALL APPLICATIONS. IF FOUND TO BE IN COMPLIANCE THE COMMUNITY DEVELOPMENT DEPARTMENT WILL ISSUE A TEMPORARY CERTIFICATE OF OCCUPANCY FOR THE PATIO AREA.
3. THE PATIO AREA SHALL NOT BE OCCUPIED BY THE APPLICANT PRIOR TO THE AREA BEING INSPECTED BY STAFF AND ISSUED A TEMPORARY CERTIFICATE OF OCCUPANCY, AND NO ALCOHOL SHALL BE SERVED UNTIL APPROPRIATE CHANGES TO THE LIQUOR LICENSE HAVE BEEN MADE.

---- POLICIES GOVERNING PARKING LOT PATIOS ----

1. EXPANDED PATIO AREAS MAY NOT OCCUPY MORE THAN 25 PERCENT OF THE PARKING AREA AND MAY NOT OCCUPY HANDICAP-ACCESSIBLE PARKING SPACES.
2. WHERE A PARKING AREA SERVES MORE THAN ONE BUSINESS, THE EXPANDED PATIO AREA MAY OCCUPY NO MORE THAN 25 PERCENT OF THE PARKING REQUIRED FOR THE APPLICANT BUSINESS (BASED ON PRE-STAY AT HOME ORDER OCCUPANCY). TO CALCULATE THIS NUMBER, SEE TABLE 28-2 IN [SECTION 17.28.030](#) OF THE ZONING ORDINANCE; FOR RESTAURANTS, REQUIRED PARKING IS CALCULATED AS 1 PARKING SPACE PER 2.5 SEATS.
3. EXPANDED PATIO AREAS MAY NOT IMPEDE EMERGENCY ACCESS TO THE SITE, CREATE HAZARDS FOR TRAFFIC CIRCULATION, OR BLOCK BUILDING EGRESS.
4. PATIO AREAS SHOULD NOT BLOCK ACCESS TO ANY BICYCLE PARKING.
5. PATIO AREAS MUST BE ACCESSIBLE TO ALL PATRONS AND COMPLY WITH ADA REQUIREMENTS FOR ACCESS TO AND WITHIN THE PATIO AREA.
6. PATIO AREAS MUST BE CONTAINED BY BOLLARDS AND ROPE, TEMPORARY FENCING, JERSEY BARRIERS, OR OTHER TEMPORARY MATERIALS. THE TYPE OF MATERIALS MUST BE INDICATED ON THE SUBMITTED SKETCH PLAN.
7. BUSINESSES MAY NOT APPLY FOR PATIO APPROVAL IN A PARKING LOT THAT IS ON A SEPARATE PARCEL FROM THE BUSINESS LOCATION.
8. THE PATIO AREA SHOULD BE IN CLOSE PROXIMITY TO BUILDING ENTRANCES/EXITS BUT IS NOT REQUIRED TO BE CONTIGUOUS TO THE BUILDING.

I HAVE READ THE APPLICATION AND FULLY UNDERSTAND THE CONTENTS THEREOF AND THE INFORMATION THAT I HAVE PROVIDED IS ACCURATE AND COMPLETE.

APPLICANT'S SIGNATURE: _____ DATE: _____

----- **CITY APPROVALS** -----

- DIAGRAM OF PREMISE**
- PROPERTY OWNER APPROVAL**
- COPY OF STATE OF MISSOURI UPDATED LICENSE**

APPLICATION RECEIVED BY _____ DATE: _____

COMMUNITY DEVELOPMENT APPROVAL _____ DATE: _____

FIRE MARSHALL APPROVAL _____ DATE: _____

DIRECTOR OF LIQUOR CONTROL APPROVAL _____ DATE: _____