NORTH KANSAS CITY
COMMUNITY DEVELOPMENT

Neighborhood Block Party Application

Short-Term Conditional Use Permit

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

Permit Number (office use): _____

APPLICANT INFORMATION

_____
Applicant Name

_____
Home Address

_____
Phone Number Email

BLOCK PARTY INFORMATION

_____
Party Location (Address or Street Location)

_____
Party Date Party Hours Number of Expected Attendees

_____
On-site Party Contact #1 (required) Phone Number

_____
On-site Party Contact #2 (required) Phone Number

Will your Block Party include ☐ DJ / Band / Music ☐ Stage ☐ Open Flames ☐ Bounce House

Will food be served? ◯ Yes ◯ No **If yes**, contact Clay County Health Department for info regarding Temporary Food Permits (call 816-595-4350 or visit clayhealth.com)

Will there be a tent or similar structure? ◯ Yes ◯ No **If yes**, what is the square footage of the structure? _____

Are you requesting a street closing for the event? ◯ Yes ◯ No

Do you require barricades from the City to block off streets? ◯ Yes ◯ No

Has notification of the closure to affected property owners occurred? ◯ Yes ◯ No

Diagram of event: Submit a site drawing showing the location on a map, proposed road closures, tables, and any other equipment that will be involved. Include preferred placement of street barricades.

_____
Applicant Signature

NEIGHBORHOOD BLOCK PARTY GRANT INFORMATION

Eligible expenses will be reimbursed up to $400 per block party or $800 for combined adjacent blocks / entire apartment complexes. Eligible expenses include food, paper goods, and entertainment / performers. Ineligible expenses include alcohol, tents, and stage / riser rentals.

Neighborhood block(s) and apartment complexes may receive reimbursement via the Neighborhood Block Party Grant program once per year. Receipts and a completed re-imbursement form must be submitted to the City for reimbursement to occur.

ADDITIONAL REQUIREMENTS AND INFORMATION

Special Event Application Deadline: This application should be submitted a minimum of 21 days in advance of the event to allow for all required approvals to take place.

Applicant is responsible for the removal of all material, equipment, and debris within twenty-four (24) hours of the event. Any barricades provided by the City shall be placed curbside in the same general area for pickup by City staff.

DEPARTMENT APPROVALS (OFFICE USE)

PD _____ FD_____ PW _____ CD _____ City Administrator _____ Last updated 10/23/2025