



**Christmas Tree Sales Application**

Property Owner \_\_\_\_\_ Pin# \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Building permit and site plan approval requirements:**

1. Open lot sale of Christmas trees are allowed for a **period not to exceed 45 days** and stand must be removed after the approved time period;
2. A Certificate of Zoning Compliance is required annually;
3. Any structure (stand/tent/ etc.) associated with the tree sales **must meet the setbacks of the zoning district in which they are located;**
4. Please submit a site plan of parcel to Code Enforcement for review and approval. The site plan should show all structures including the location of the Christmas tree stand and area where trees are displayed and four (4) required parking spaces;
5. A notarized letter from the property owner giving permission to conduct these sales and proof of bathroom access or porta-john rental receipt;
6. Ingress and egress of vehicle traffic shall not create a hazard for traffic on an adjacent street; and
7. Signage for stands shall obtain a temporary sign permit meeting the following:
  - (a) Temporary stands shall be allowed no more than one (1) temporary ground sign on-site and be no larger than forty (40) square feet.
  - (b) All signage must be set back ten (10) feet from the paved portion of the road and out of the highway right-of-way.
  - (c) Temporary signs shall be permitted off-site provided;
    - i. Only two (2) signs in one (1) road direction from the stand site shall be allowed or one (1) sign per road direction;
    - ii. The sign(s) are no larger than twenty-five (25) square feet;
    - iii. The signs(s) are placed no further than two thousand (2,000) linear feet from the stand site;
    - iv. The sign(s) are not placed in the highway right-of-way; and
    - v. Not placed on utility poles, trees, fences, other state authorized signs, rocks or natural appurtenances.
  - (d) All signage associated with existing produce stands shall come into compliance within ninety (90) days of the adoption of this Ordinance.

I \_\_\_\_\_ attest that I understand all above requirements.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Zoning Agent \_\_\_\_\_ Date \_\_\_\_\_