CARROLLTON TEXAS

Christmas Tree Lot

This section office use only						
Application #		Receipt #				
Cash ☐		CC ☐		Phone order ☐		
Check #		Balance due				
Permit type		Plan #		TIFF #		
Zoning						

Date		Tax ID # (If applicable)	

● All application fees are non-refundable ● All credit card transactions include a 3% convenience fee ● Permits and approved plans must be posted on site as failure to post may result in re-inspection fee ● City will call when permit is ready for pickup ● Application must be completed in its entirety prior to submittal

Address/location of tree lot			
Business/organization name		Phone	
General Contractor (contact person)		Carrollton ID#	
Company Name		Expiration	
Company Address		Phone	
Note: Electrical work must be performed by a registered contractor; a separate permit is required.			
Electrical Contractor (contact person)		Carrollton ID#	
Company Name		Expiration	
Company Address		Phone	
Products/items sold			

Select any of the following that will be used:

☐ Tent Size _____ Setback from R.O.W. (ft.) _____

☐ Building _____

☐ Other _____

Area provided for parking	sf	Is there an existing drive approach? Yes ☐ No ☐

Applicant must submit plan showing approaches, parking, tents, buildings, etc.

☐ By signing below, I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Permits are not emailed to applicant. To have the City mail the permit, please provide a stamped, self-addressed envelope.

Additional checklist information is on reverse side of application

Name		Signature	
Phone		Email	

INFORMATION

Is a separate Christmas Tree Lot Certificate of Occupancy required for an existing legal retail use to conduct outside display/sales of Christmas trees?

Article XXVI of the Carrollton Comprehensive Zoning Ordinance allows by right (i.e. no special permits or certificates required) the outside display of merchandise for sale as an Accessory Use within the LR-1, LR-2, LC, HC, C/W, FWY, IP, LI, and HI Districts.

Provided:

a. Where outside display is located adjacent to a building, an unoccupied area of not less than two (2) feet in width shall be provided for pedestrian access between any outside display and vehicle overhang areas of any adjacent parking lot: and,

b. In no instance shall outside display of merchandise be located within, nor encroach upon, a fire lane, maneuvering aisle, or a parking space necessary to meet the minimum parking requirements of the other uses(s) of the lot or parcel: and,

c. Outside display shall be situated so as not to create a visibility obstruction to moving vehicles within a parking lot. Where outside display is located at the intersection of two (2) or more maneuvering aisles within a parking lot, the displayed merchandise shall not exceed thirty (30) inches in height above the grade level of the parking lot.

d. Outside display located at the intersection of a maneuvering aisle and any public street shall comply with the provisions of Article V, Chapter 53 of the Carrollton Code of Ordinances, otherwise known as the Visibility Obstructions Ordinance: and,

e. The area devoted to outside display shall not exceed five (5) percent of the total floor area of the building occupied by the use to which such outside display is accessory.

However, if ALL of these conditions are NOT met, then a Christmas Tree Lot Certificate of Occupancy will be required.

1. Occupancy Applications are issued prior to any site work; inspections are made and a Certificate of Occupancy is issued upon approval. A one hundred dollar ($100.00) non-refundable fee is required, payable to City of Carrollton, with submission of the application.

2. The Occupancy Application is a project permit for all building, sign, and tent construction. All electrical work must be done on a separate permit and performed by contractors licensed and registered with the city of Carrollton.

3. Inspection of site area, temporary pole for electricity, building placement, and other applicable code inspections must be made and approved before Certificate of Occupancy is issued.

4. Building, tent, or canopy placement must be within one hundred fifty feet (150') of a public street or fire lane.

5. All electrical power and outside lighting shall conform with Article 590, "Temporary Wiring" of the current Carrollton Electric Code. Lamp guards shall be required on all temporary lighting.

6. Building placement shall meet all required setbacks established by Comprehensive Zoning Ordinance, minimum of ten feet (10') from any property line.

7. All tents shall meet all fire code requirements. (See attached Application/Checklist).

8. One (1) on-premise sign or banner having a maximum area of thirty-two (32) square feet and six feet (6') in height is permitted per street frontage.

   a. One (1) additional "sale" banner is allowed seven (7) days prior to Christmas Day.
   b. Five (5) on-premise directional signs not exceeding eight (8) square feet in area and four (4) feet in height each are permitted.
   c. Signs shall be permitted on the premises beginning the Monday before Thanksgiving Day and ending on the January 1st immediately following.
   d. Pennants, string pennants, and streamers are <u>prohibited</u>.

1. A designated off-street parking area must be provided having a minimum size of 1,000 square feet plus one hundred (100) square feet for each 1,000 square feet of site area. Street access must be through approved drive approaches. An all-weather surface is not required on the parking area.

2. Only the sale of **natural** Christmas trees, wreaths, garlands, greens, wood and metal cutout holiday yard decorations, and flocking services is permitted on the licensed premises. **No firewood may be sold on the premises.**

3. Toilet facilities for the merchant's employees must be provided on the premises or on adjoining property as evidenced by the written permissions of the owner thereof.

4. No site preparation for a Christmas tree lot will be permitted prior to the Wednesday that falls one (1) week before Thanksgiving Day. Sales shall not start prior to Thanksgiving Day. The site shall be cleared of all merchandise, structures and debris on or before the January 1st immediately following.

5. No building, signs, trees, or other decorative objects shall violate the city Traffic Visibility Code (Article V, Chapter 53, Carrollton Code of Ordinances).

Post address visible from street with a minimum of ten-inch (10") high numbers. Address shall be posted before any inspection will be made.

Please be aware that the inspectors will be checking temporary electrical poles to be sure that the neutral bar is bonded to the electrical panel box and any potable water outlet has the required backflow prevention device.