Christmas Tree Vendor Information

Attachment to
Administrative Review Application Form

<h1 style="text-align:center"><u>Christmas Tree Vendor</u>
<u>Information Sheet</u></h1>

City of Boulder Requirements:

1. Sales tax license approval
    (Fee deposit required; lobby of the Municipal Building, 1777 Broadway)

2. Permit application to be filed with the Planning and Development Services Center
    (3rd floor of the Park Central Building, 1739 Broadway)
    a. A site plan is required showing location, setback from property line, sign location
        (see below), electric meter location or power source.
    b. A permit is required for a temporary fence to secure the trees.

3. Planning and Development Services Center check and approvals with the building
    permit process. This requires that you complete the administrative review application
    titled: "Selling from a Movable Structure, Vacant Lot or Parking Lot." Tree lots are to be
    located only in zoning districts that allow for retail sales.

4. A Board of Zoning Adjustment and Building Appeals approval is required for mobile
    homes, motor homes, campers, and trailers NOT driven home in the evenings.
    Applications will be required by October 1st.

5. All litter, trees, branches, fences, borders, tie down materials and other items
    associated with Christmas tree sale lot shall be removed and the site left in its original
    condition by December 30th.

Sign Regulations

1. Temporary sign permit and permit fee are required.

2. All signs are to be installed by a licensed sign contractor.

3. Maximum of one sign per street frontage.

4. Maximum sign area is 64 square feet or 32 square feet per sign face.

5. Maximum height is 7 feet.

6. Minimum setback is 10 feet from the property line.

Note: All signs must meet vision triangle requirements and construction requirements as
specified by the sign code.