

CONCORD MUNICIPAL CODE SECTION: **90-104**
DESCRIPTION: **Sales of Christmas Trees; Sales of Pumpkins**

Pumpkin and Christmas Tree Sales Lots

The primary objectives of the pumpkin and Christmas tree sales lot administrative permit process is to allow outdoor sales and ensure that the areas used for sales are cleaned-leaving no evidence of seasonal outdoor sales after Christmas. The City expects all visual evidence of seasonal outdoor sales lots be removed.

Special Permit for Temporary Operations

Prior to selling pumpkins or Christmas trees, a Special Permit for Temporary Operations and a City Business License are required. Steps in the process are:

1. Select site (site must be a property approved by the Planning Division for commercial use).
2. Draw a site plan showing:
 - a. Where pumpkins/trees will be displayed
 - b. Driveway(s)
 - c. Customer parking
 - d. Sales building (if any)
3. Obtain a Special Permit for Temporary Operations form from the Finance Department, Civic Center, 1950 Parkside Drive, and provide the information requested on the form (including the property owner's signature and telephone number).
4. Submit the form and obtain approval from the Police Department (Concord Police Headquarters at 1350 Galindo Street) and from the Building and Planning Division (Concord Permit Center at 1950 Parkside Drive).
5. Secure an electrical permit for a temporary power pole if such temporary power is to be used.
6. Pay the Planning Division a \$3,060.00 fee. Of this amount, \$2,500.00 will be kept on deposit to help assure clean up of the site after the holiday. Shortly after Halloween or Christmas, contact the Planning Division staff to inspect your lot, and if clean, the \$2,500.00 deposit will be refunded to you. If the lot is not cleaned within 30 days after the holiday, the \$2,500.00 clean up deposit will be forfeited to the City.
7. Submit your completed Special Permit for Temporary Operations form to the Finance Department as part of your application for a Business License.
8. Both the Special Permit and Business License are to be available for City inspection at the business location.

Refundable Cleanup Deposit

In order to receive your cleanup deposit, you will be required to:

1. Remove all debris, tree prunings, stumps, twine, wire, garbage, and debris including any garbage, etc. that may have been on the property prior to opening the tree sales lot.
2. Remove all temporary fencing (if any) around the pumpkin/tree sales area or property.
3. Remove temporary power pole.
4. Remove any temporary driveway or driveway ramp.
5. Remove any portable building, shed or trailers.
6. Remove all temporary facilities and appurtenances used for the pumpkin/tree sales.
7. Clean the public right-of-way abutting the tree sales area.
8. Remove any materials such as gravel, straw etc. which may have been used to reduce problems of winter rain and mud. In many cases, when gravel, straw or other such materials are left in the public right-of-way they constitute tripping or slipping hazards and increase the public's liability.
9. **Contact the Planning Division staff to inspect your lot.**