



**OUTDOOR CHRISTMAS TREE SALES LOT
TEMPORARY USE/STRUCTURE PERMIT APPLICATION**

Community and Economic Development Department
100 N. Appleton St. PH: 920-832-6468
Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

TYPE OF TEMPORARY STRUCTURES USED WITH AN OUTDOOR CHRISTMAS TREE SALES LOT

Trailers/Warming Shelter: Y N If yes, number of trailers/Shelters _____ Sizes _____
 Other Temporary Structures: Fencing Tree Stand Supports Other _____
 Outdoor Christmas Tree Sales Area: _____ square feet.

OPERATION DETAILS (NOT TO EXCEED 120 Total DAYS PER CALENDAR YEAR)

Dates Requested From _____ to _____. Will you serve food/drink? Y N
 Total Days _____ Hours of Operation _____ am/pm to _____ am/pm
 Electrical hookups? Y N If yes, describe _____

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION

Property Tax # (31-0-0000-00)
 Site Address/Location
 Legal Description of Land (may be attached as separate sheet)
 Current Uses _____ Current Zoning _____

Date _____ Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY
 PERMIT # _____ Application Complete _____ Date Submitted ____/____/____
 Approved Approved with conditions Denied Community Development _____
 Comments/Conditions: _____
 Fee \$75.00 Acct # PWZNIG Receipt # _____ Date Paid ____/____/____

Reasonable accommodations for persons with disabilities will be made upon request and if feasible. 4/19

Outdoor Christmas Trees Sales Lot Temporary Use/Structure Permit Application Submittal Requirements

An Outdoor Christmas Tree Sales Lot, Temporary Use/Structure Permit Application (FORM #2) is required for an Outdoor Christmas Tree Sales Lot. *Outdoor Christmas Tree Sales Lot* means a temporary use that is conducted outside of an enclosed permanent building or structure on a lot where a temporary merchant displays and sells Christmas trees and related holiday items such as wreaths and Christmas tree stands to the general public.

Christmas trees sold by an existing retail business. **An Outdoor Christmas Tree Sales Lot, Temporary Use/Structure Permit Application (FORM #2) IS NOT REQUIRED.**

**** Prior to submitting your application, please contact the Community and Economic Development Department at 920-832-6466 for questions, requirements, eligibility, etc. The complete rules and regulations for all Temporary uses/structures can be found in Chapter 23, Zoning Ordinance Section 23-54.**

- Completed and signed Temporary Use/Structure Permit Application
- A scaled site plan drawing, identifying the following:
 - ✓ Property lines and dimensions
 - ✓ Location of all existing structures/buildings
 - ✓ Location of on-street/off-street parking spaces
 - ✓ Location of off-street parking drive aisles
 - ✓ Location of parking lot landscaping areas
 - ✓ Location of driveways
 - ✓ Location, size and setback dimensions to property lines of the proposed temporary use
 - ✓ Location, size and setback dimensions to property lines of the proposed temporary structures (tents/canopies, trailers, portable storage units)
- Check made payable to the City of Appleton for the Temporary Use/Structure Permit Application fee.
- Owner's Letter of Authorization or owner's signature on the application authorizing the proposed temporary use and/or structure.

“EXHIBIT D-2”

(SAMPLE) AGENT AUTHORIZATION LETTER

DATE: _____

TO: City of Appleton
Community Development Department
100 N. Appleton Street, Appleton, WI 54911

RE: _____
Project name

The undersigned, _____, is the owner of property known as _____.
(Property Owner name) (Address, tax key number)

The undersigned authorizes _____ to sign and file an application on behalf of _____
(Agent name) (Property Owner name)
to _____. _____ also authorizes _____ to execute any and all
(Describe Project) (Property Owner name) (Agent name)

other documentation and/or applications required by the City.

Executed as of the day and year first above set forth.

Signature of property owner

Administrative Reviews

Recommendations: A = Approved

CA = Conditionally Approved

D = Denied

A CA D **Office of the City Clerk by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____

A CA D **Fire Department by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____

A CA D **Health Department by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____

A CA D **Police Department by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____

A CA D **Engineering Division by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____

A CA D **Inspections Division by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____

A CA D **Comm. Development by:** _____ **Date:** ____/____/____

Comments/Reason for denial: _____
