



CONCORD 2012 DEVELOPMENT CODE: **Title 18 Temporary Uses and Structures, Section 18.200.200**
DESCRIPTION: **Seasonal Holiday Sales**

Pumpkin and Christmas Tree Sales Lots

The primary objectives of the Pumpkin and Christmas tree sales lot administrative permit process is to allow seasonal outdoor sales and ensure that the areas used for sales are cleaned, leaving no evidence of seasonal outdoor sales upon conclusion. 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, an Administrative Permit, a Special Permit for Temporary Operations (included) 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 the location of:
 - a. Where Pumpkins/Christmas trees will be displayed
 - b. Driveway(s)
 - c. Customer parking
 - d. Sales building (if any)
3. ***Obtain an Operational Permit from the Contra Costa Fire Protection District and submit a copy of the receipt to the Planning Division with the submittal.***
4. Obtain a Special Permit for Temporary Operations (included) 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).
5. 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).
6. Secure an electrical permit for a temporary power pole if such temporary power is to be used.
7. Submit an Administrative Permit application and pay the Planning Division a \$2,737.58 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.
8. Submit your completed Special Permit for Temporary Operations form to the Finance Department as part of your application for a Business License.
9. 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.**



SPECIAL PERMIT FOR TEMPORARY OPERATIONS

City of Concord
 1950 Parkside Dr., MS/06
 Concord, CA 94519-2578
 (925) 671-3107

JOBSITE ADDRESS		PARCEL NO.		EXPIRATION DATE	
BUSINESS OWNER	NAME	PHONE NO.	PROPERTY OWNER	NAME	PHONE
	MAILING ADDRESS			MAILING ADDRESS	
	CITY	ZIP		CITY	ZIP
DESCRIPTION OF BUSINESS OR OPERATIONS			DATES OF OPERATIONS From _____ To _____		
SIGNATURE OF APPLICANT X		DATE	SIGNATURE OF OWNER X		DATE
PLANNING DIVISION Zoning Regulations _____ APPROVED BY _____ DATE _____			FINANCE DEPARTMENT Business License _____ APPROVED BY _____ DATE _____		
POLICE DEPARTMENT Parking Areas Traffic Flow _____ APPROVED BY _____ DATE _____			BUILDING DIVISION Electrical Permit Site Plan - Lot dimensions, cross streets, parking areas, toilets, trailers, accessory structures _____ APPROVED BY _____ DATE _____		
Applicant shall also contact the following: Contra Costa Consolidated Fire District (925) 930-5500 • Contra Costa County Health Department (925) 646-5225					

BL-54 SEP09

WHITE - OFFICE

CANARY - INSPECTIONS

PINK - APPLICANT