



Tax & Licensing Division
15151 E. Alameda Parkway, Ste. 1100
Aurora, Colorado 80012
Phone 303-739-7057
Fax 303-739-7071

CHRISTMAS TREE LOT APPLICATION

PLEASE NOTE: THE PROCEDURES FOR THE CHRISTMAS TREE LOT APPLICATION HAVE CHANGED. PLEASE BE SURE TO READ THE SECTION BELOW AND COMPLETE ALL ITEMS TO INSURE TIMELY PROCESSING OF THE APPLICATION. FAILURE TO PROVIDE ANY INFORMATION, FEES OR ADDITIONAL PAPERWORK MAY RESULT IN A DELAY OF ISSUANCE OR A REJECTION OF THE APPLICATION.

The Christmas Tree Lot License Application processed has changed. This process is a three-step process that requires a Temporary Use Permit, a Christmas Tree Application, and a Fire Inspection. Failure to complete all three steps may result in the denial of the Christmas Tree Lot License.

Step One: Each applicant must submit and be approved for a Temporary Use Permit. A Temporary Use Permit is issued through the City Clerks Office. **THE TEMPORARY USE PERMIT IS NOT A TREE LOT LICENSE.** This permit grants permission to use the space as a tree lot and shows that the space meets all of the requirements to be used as a tree lot. The Temporary Use Permit is electronically routed through each city department for approval or denial for the tree lot location. It is recommended that the Temporary Use Permit is submitted no later than **November 5th** to allow time for approval by all departments. Failure to apply in a timely fashion or to follow up with any requested documentation or information could result in the delay of the permit being issued. Once approved by all departments, a fee of \$62.00 must be paid on-line before the Temporary Use Permit is issued. A Temporary Use Permit may be completed at www.auroragov.org. From the home screen, please scroll to the bottom of the page, then click on Licenses & Permits, then Temporary Use Permits, and then click on the link in the first sentence of the page. Please complete the Temporary Use Permit application. Once approved by all departments, you will receive an email that the Temporary Use Permit has been approved. You will need to pay the fee and then print the approved permit for posting.

Step Two: Once the Temporary Use Permit has been applied for, you will need to complete this Christmas Tree License Application. Tree sales cannot begin until the Christmas Tree License has been issued. Please complete the application below, and submit the additional documents required.

Step Three: Prior to tree sales, a Fire Inspection of the tree lot will also need to be completed. Please see the attached Fire Inspection list for more information regarding requirements. Fire Inspections will contact you via email to schedule an inspection. Once the Fire Inspection has been completed, please forward the inspection to lkeith@auroragov.org. If you have any questions regarding Fire requirements, please call 303-739-8998.

Please feel free to contact the Licensing Office at 303-739-7568 with any questions.

Thank You,

Lisa Keith
Licensing Officer
City of Aurora

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Christmas Tree License Application
Valid November 20th through December 31st

Applicant's Name: _____ **Applicant's Phone Number:** _____

Applicant's Address _____

Address of Proposed Sales Lot: _____

Property Owner's Name: _____ **Property Owner's Phone:** _____

Property Owner's Address: _____

The nearest Fire Hydrant in Feet from Proposed Tree Lot: _____

Type of Sanitary Facilities Available _____

Traffic Control Methods _____

Description of Existing Permanent Structures: _____

Temporary Use Permit Application Number: _____

Documents Required for Existing Businesses adding a Tree Lot:

- Christmas Tree License Application
- Temporary Use Permit Application
- Diagram of Property showing area to be used for tree sales

Documents Required for a Seasonal Business temporarily operating a Tree Lot:

- Christmas Tree License Application
- Temporary Use Permit Application
- Lease Agreement for use of Property
- Diagram of Property showing area to be used for tree sales

*Please note that existing businesses applying for an adjunct tree lot license are not subject to the sales tax deposit or clean up deposit. Once the application has been submitted, the fees will be assessed, and an invoice will be emailed to the applicant. Payment may be made through the portal via ACH Debit or Credit Card, or a check may be submitted with the invoice.

I understand that the above information and/or sections of the Aurora City Code are requirements which I must abide by. I also understand any violation of the above information and/or sections of the Aurora City Code may result in issuance of summons with further notice.

SIGNATURE: _____ **DATE:** _____



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CHRISTMAS TREE LOT FIRE INSPECTION REQUIREMENTS

You will be contacted via email by a member of the Fire Inspection Team to schedule an inspection. The following items are what the inspector will be inspecting at the location of the lot:

1. CHARGED FIRE EXTINGUISHERS EVERY 50 FEET
2. NO SMOKING SIGNS
3. STRING LIGHTS-IF USING THESE, CORDS HAVE TO BE SECURED UNDER A HARD COVER.
4. IF USING A GENERATOR, THIS NEEDS TO BE A MINIMAL OF 20 FEET AWAY FROM TREES, STRUCTURES AND LOT LINES.
5. IF AREA IS FENCED, NEED TO HAVE EXIT SIGNS POSTED
6. NOTHING OVER 20 FEET IN HEIGHT
7. NOTHING UNDER OR AROUND POWER LINES
8. NEED TO HAVE A BROOM, DUSTPAN AND REMOVABLE/PORTABLE TRASH CAN IN THE AREA AT ALL TIMES. NEEDLES AND TRIMMED BRANCHES MUST BE SWEEPED UP AND REMOVED FROM THE LOT AT ALL TIMES

If you have any questions regarding any items listed, please contact Fire Inspections at 303-739-8998.