



Tax and Licensing Division  
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## Christmas Tree Lot Application Checklist

Welcome to Aurora's online portal. The following instructions will provide information on what documents must be submitted with the application, and how to properly upload the documents to the portal. Please read through this document before beginning the process to ensure the application is submitted successfully and in its entirety. Failure to submit all required documentation, or submission of incomplete documentation, may result in the rejection of the application.

There are two sets of documents required for a new tree lot license application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned in or saved electronically and then uploaded to the application site. No photos will be accepted.

### Steps for Submission of a New Christmas Tree Lot License Application:

1. The applicant must first apply for a **General Business and Retail License** if not already held. The link to the General Business and Retail License is [www.auroragov.org/ola](http://www.auroragov.org/ola). Please select "Complete a Business License Application" link under Registrations. If the applicant holds a current General Business and Retail License, this step is not required.
2. The applicant must register on the Aurora Citizens Access (ACA) Portal at [Build Aurora Citizens Access](#). This portal will be used to submit the application. If registration has been completed, please skip to Step 3.
3. **Required Documentation for a New Christmas Tree Lot License Application:**

#### City Provided Forms (To access these forms, please click on the hyperlink to open the PDF):

- [Christmas Tree Lot Application](#)

#### Applicant Provide Forms (These forms must be provided by the applicant):

- Lease Agreement (if applicable)

#### 4. **Uploading Attachments to the application Portal**

Once all documents are completed, you will need to create a file for each file type below, and then move all the documents for that category into its file.

#### **Document Category**

Application Forms

Property Forms

#### **Forms to Include**

Christmas Tree Lot Application

Lease Agreement

5. **Application Review and Fees:** Once your application is submitted, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. Processing cannot begin until all city fees have been remitted. The applicant will be provided instructions on remitting the city fees via email.