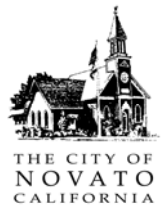


CHRISTMAS TREE LOT



WHEN REQUIRED

Pursuant to Section 19.42.040- Temporary Use Permits; seasonal sales lots may be permitted on a temporary basis with approval of location and conditions as specified by the Zoning Administrator.

SUBMITTAL REQUIREMENTS

1. A completed Application for Zoning/Planning action and application fee
2. Written statement describing the characteristics of the proposed use, including but not limited to:
 - a) Maximum number of people involved either as employees, or customers on a daily basis
 - b) Hours of operation and duration (days/months) of event
 - c) Food service
 - d) Odors, noise, or dust involved
 - e) Hazardous or volatile materials or chemicals involved (tree flocking or fireproofing)
 - f) Signs or advertising (size)
3. Dimensioned site plan which illustrates
 - g) Existing improvements (including site paving, gravel, dirt)
 - h) Vehicular access and parking/loading areas
 - i) Size/location of the tree display area, work area and storage area

Once the above information is received, it will be distributed to other City departments and necessary governmental agencies for review. Results of this review may necessitate conditions of approval for the proposed activity. The review period for most requests is approximately two weeks.

Note: In addition to this planning application, an application for a City business license and appropriate fee are also required. The fee for the business license should not be paid until the planning application for a Christmas tree lot is approved. Additional information may be needed with these applications. If you have questions, please contact the Planning Division, Novato Community Development Department, at (415) 899-8989, 922 Machin Avenue, Novato, CA 94945.

For further information, please contact the City of Novato, Department of Community Development Planning Division at:

- 922 Machin Avenue, Novato, CA 94945-5054
- (415) 899-8989
- www.novato.org