



CITY OF LAKEWOOD

CHRISTMAS TREE LICENSE

Lakewood Civic Center

No application shall be accepted prior to the first of November or after the 15th of December.

Please Note: A retail nursery does not need a Christmas tree license.

ADDITIONAL DOCUMENTS REQUIRED WITH APPLICATION:

- A letter, contract, or lease from the property owner or lessee of the premises where the sales are to be conducted granting the use of the premises and permission to use the same.
- A diagram of the lot you intend to use, showing entrances and exits.
- A Fence and Electrical permit must be obtained from the Planning Department and included with application.
- A Sales Tax License must be obtained **unless** you already have a Sales Tax License relating to nursery sales at the same location where you intend to sell the Christmas trees.
- A certificate of zoning.
- Lawful Presence Affidavit.

FEES REQUIRED FOR INITIAL APPLICATION

NOTE: All fees must be cash, certified check, cashier's check, or money order.

\$50.00 nonrefundable application fee

\$50.00 license fee

\$15.00 nonrefundable Sales Tax License fee. **(May be waived if for charity).**

\$50.00 lot deposit fee (refundable). After you have completed your Christmas tree sales, and a Code Enforcement Officer has inspected your lot and given their approval, the \$50.00 deposit will be returned to you. The location must be cleaned before January 15th of the year succeeding the year in which sales are made.

CITY OF LAKEWOOD

**City Clerk's Office
Lakewood Civic Center
480 S. Allison Pkwy.
Lakewood, CO 80226-3127
Phone: 303-987-7080
Fax: 303-987-7088
TDD: 303-987-7057**

APPROVAL OF PERMIT

After completion of the application, it is routed to Zoning for their final approval. This routing process takes approximately two weeks. You will be notified by this office of approval or disapproval.

TERM OF LICENSE

The license shall be issued to be effective the day following Thanksgiving and shall expire on December 31st of each year.

If you have any questions regarding a permit for a Christmas tree license, please call the City Clerk's Office at 303-987-7080.

**CITY OF LAKEWOOD
CHRISTMAS TREE LICENSE APPLICATION**

Applicant Name: _____

Home Address: _____

Home Phone: _____

List Individuals:

Name:	Home Address:	Telephone No.
Name:		

Name of Organization, if applicable: _____

List officer or other person in organization who will be responsible for compliance with Chapter 5,08, Christmas Tree Sales:

Name:	Home Address:	Telephone No.
Position in Organization:		

Name of Corporation, if applicable: _____

Trade Name: _____

Business Address: _____

Business Phone: _____

List corporate Officers:

President:	Home Address:	Telephone No.
Vice-President:		
Secretary:		
Treasurer:		

Name and address of owner/lessee of property: _____

Location where Christmas trees will be sold: _____

Sales will be from lot _____ or business location _____

Name, address, and phone number of suppliers form whom you will purchase Christmas trees: _____

Dates and hours when you will sell Christmas trees: _____

Names and addresses of all persons who will be in charge of the actual sale of Christmas trees: _____

I hereby certify that I have received a copy and have read Chapter 5.08, Christmas Tree Sales, form the Lakewood Municipal Code, know the contents thereof; will abide by the provisions thereof; and know that if I do not, any permit issued may be summarily revoked and I and others who may be responsible may be subject to fine or imprisonment or both upon conviction or plea of guilty to charges of violating Chapter 5.08 of the Lakewood Municipal code. I am aware that the \$50.00 application fee is for the processing of this application and is not refundable, and that failure to properly clean up the site by noon, January 15, will result in forfeiture of my \$50 Deposit

Signature: _____
(Individual)

Signature _____
(Corporation)

Signature _____
(Partner)

Signature _____
(Title of Corporate Officer)

Staff Review and Comments

Received and Reviewed By: _____ Date: _____

Date Referred to Community Code Enforcement: _____

Community Code Enforcement

Received and Reviewed BY: _____ Date: _____

Evidence of Community Code Enforcement: _____

Approved By: _____ Title: _____ Date: _____

Denied By: _____ Title: _____ Date: _____

Reasons for Denial: _____

City Clerk's Office

Approved By: _____ Title: _____ Date: _____

Denied By: _____ Title: _____ Date: _____

Reasons for Denial: _____

Date License Mailed: _____

Date Clean-up Refund Mailed: _____