



City of Santa Barbara

SEASONAL HOLIDAY SALES PROCESS

The annual retail sale of Christmas trees or Halloween pumpkins (holiday sales) is permitted in the C-P, C-2, C-M, M-1, and P-D zones subject to the following requirements:

General Requirements (See S.B.M.C. §28.87.290)

1. The person, firm, or organization conducting holiday sales shall first obtain a permit from the Community Development Department.
2. No holiday sales permitted under this section shall be maintained or operated for more than six weeks.
3. The space in which holiday sales are conducted shall not be located within required setbacks nor displace any required parking space(s), loading areas, or pedestrian walkways required for other uses on the lot pursuant to the Santa Barbara Municipal Code.
4. The operator of the holiday sales shall comply with all other applicable provisions of the S.B.M.C., including, but not limited to, the Sign Ordinance, the Outdoor Lighting Ordinance, applicable Building and Fire Codes, and any applicable design review of buildings or structures.
5. The lot on which the holiday sales are conducted shall be restored to the condition in which it existed prior to the conduct of the holiday sales within one week following the respective holiday. *(All Christmas tree lots must be completely cleared by December 31st of each year.)*

Permit Process

1. Planning & Zoning:
 - a. Zoning Review:

Submit the following information for review at the Planning & Zoning Counter at 630 Garden Street. Additional information may be required on a case-by-case basis. (Please note that if a structure is to be constructed, Planning Staff will determine whether the project must be reviewed by the Architectural Board of Review or the Historic Landmarks Commission):

 - i. Master Application: The Master Application must include required signatures or an owner/authorization form. The application and authorization forms may be obtained in the Planning Handouts webpage at the City's website (<http://www.santabarbaraca.gov/PlanningHandouts>) or at the Planning & Zoning Counter.
 - ii. Letter from Applicant: Provide a letter describing the proposed operation. Indicate the days and hours of operation, including the beginning and ending date (not to exceed 6 weeks total, i.e. September 22nd to October 31st). *(See attached sample letter.)*
 - iii. 3 Sets of Plans: Provide 3 sets of scaled site plans; preferably 8½" x 11" (maximum 11" x 17") in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number), scope of work, general layout of the entire lot, property lines, existing parking areas, existing buildings onsite, proposed sales area, proposed fencing, any proposed tents or structures to be used, location of the temporary power, and a lighting layout.
 - iv. Elevations: If applicable, elevations or manufacturer's brochure/cut-sheets of any proposed structures including temporary fencing. In some cases, photos may be accepted in lieu of elevations.
 - v. Lighting: If applicable, lighting details including manufacturer's brochure/cut-sheets and mounting details. Lighting must be shielded and directed down away from property lines.
 - vi. Photographs: Provide current color photographs of the site, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the

location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*

- (1) Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3"x5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality as professional film processing.
- (2) Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper.

b. Sign Review:

3 Sets of Sign Information: Submit 3 sets of the following information with your application.

- i. Photo or diagram of the proposed sign with the dimensions and show the location on the site plan.
 - ii. Identify the total proposed signage. (Maximum is 24 square feet).
 - iii. Provide color chips and identify the proposed materials for the sign. (Banner signs are prohibited.)
 - iv. Identify the letter height. (Maximum height in EPV is 10"; 12" elsewhere.)
 - v. If a ground sign is proposed, identify the height, dimensions, and material of the sign. (Maximum height of a ground sign is 6 feet. Please note that ground signs require approval from the Transportation Division for safety clearance and that they may trigger a building permit).
 - vi. If lighting is proposed for the sign, identify the type and amount of illumination. (Please note that this may trigger a building permit).
2. Building & Safety [*Separate Application – Please contact Building & Safety Division for additional information and permitting requirements at (805) 564-5485.*]
- a. A building permit may be required if any structure or temporary fencing is to be erected.
 - b. An electrical permit may be required for any temporary power and lights.
3. Fire Department [*Separate Application – Please contact the Fire Department for additional information and permitting requirements at (805) 564-5702.*]
- A Fire Department Permit, also available at the Building & Safety Division, is required for all Christmas tree lots unless they are established as an adjunct to an existing retail business. All Christmas tree retail outlets shall be inspected by the City Fire Department and are subject to the following requirements:
- a. Lots or areas are to be completely free of brush and rubbish, or other accumulations.
 - b. All tents or similar fabric-type structures must be adequately flame-proofed.
 - c. Flammable liquids and L.P.G. will not be permitted.
 - d. All electrical wiring shall conform to the Electrical Code.
 - e. Clear, unobstructed space (5 feet minimum) is to be maintained around the exterior of the lot.
 - f. Ample aisles and exit ways are to maintain throughout the lot area.
 - g. Smoking will not be permitted in hazardous areas. "No Smoking" signs shall be posted.
 - h. Use of warming fires is not permitted except under special permit from the Fire Marshall's Office, (805) 564-5702.
 - i. Fire extinguisher(s) with a minimum SA10BC rating shall be provided.
4. Business Office: Obtain a City Business License at City Hall, De La Guerra Plaza (805) 564-5346.

Applicant's name

Applicant's return address (or letterhead)

Applicant's telephone number

Date

Planning Staff
City of Santa Barbara
P.O. Box 1990
Santa Barbara, CA 93102-1990

SAMPLE LETTER

Re: Christmas Tree Lot Request for Project Address; Assessor's Parcel Number; Land Use Zone

Dear Planning Staff:

Please include the following information:

1. A statement of the specific request and the existing situation.

SAMPLE TEXT:

I am requesting a permit for a temporary Christmas tree lot at the subject property. The property is currently vacant.

2. A detailed statement describing the proposed project

SAMPLE TEXT:

The Christmas tree lot will be operated on a 50' x 100' vacant lot. The sales area will be 40' x 70' and will be enclosed by a temporary chainlink 5-foot high fence as shown on the plans. There will be a 10' x 10' white canvas canopy on the property as shown on the plans. There will be temporary lighting consisting of a string of 60watt fluorescent lights along the perimeter of the sales area directed away from the property lines.

The hours of operation will be Monday through Saturday from 9am-8pm and on Sunday from 11am to 6pm. The lot will operate for a total of six weeks from November 21 to December 31. This includes setup and breakdown. The lot will be returned back to its original state by January 1st.

Sincerely,

Signature of Applicant