



# SEASONAL LOTS

Development and Resource Management Department  
2600 Fresno Street, 3<sup>rd</sup> Floor, Rm 3076  
Call (559) 621-8277 for an appointment or visit [www.fresno.gov](http://www.fresno.gov) for information

Policy and Procedure No.

# G-004

Date:

November 2012

## Target Audience:

Planning staff and the general public

## Purpose:

This memo has been prepared to provide the procedure, requirements and guidelines for approving Christmas Tree/Pumpkin Lots (Seasonal Lot). The permitting of Seasonal Lots will be further addressed in the Municipal Code Update.

This policy supersedes Issue No. 18 dated November 1, 1996, regarding Christmas Tree/Pumpkin Lots.

## Procedures:

Front counter staff will approve Seasonal Lots through the tent permit process and will require the following information:

- Proposed tents are required to obtain a tent permit. As noted on the Building Division tent permit application, the owner of the property must sign the application (or letter of authorization, etc.), the dates of operation must be given, and a fully dimensioned plot plan showing the tent, property lines and location of available parking. Should parking be proposed on a dirt lot, especially near sensitive uses, gravel may be needed to mitigate the dust created. Any concerns the planner has with the proposed use may be written directly on the tent permit application, i.e. "no amplified music, no food vendors, etc".
- It is possible that only an electrical permit (and not a tent permit) will be obtained for the Seasonal Lot. An electrical permit does not require all the information as required per a tent permit. It is the planner's responsibility to obtain the pertinent information as required with a tent permit. This information will be placed in the Job Address File.
- Seasonal Lots were originally allowed to permit for the sale of Christmas trees and pumpkins. Over the years, the use has grown to include bounce houses, rides, food booths, etc. These additional uses are no longer (if they ever were) allowed. The intent of the use is to allow on a vacant lot the sale of Christmas trees and pumpkins, not create a "store" or carnival atmosphere. Food vendors, bounce houses, the sale of clothes/costumes, etc., is not allowed. Small props, ie. scare crows, hay stacks, etc. are allowed.
- Established commercial locations, i.e. Orchard, Home Depot, etc., that request to sell trees/pumpkins in the parking lot will continue to be required to obtain a minor revised exhibit allowing for outdoor sales display.

## Review and Responsibility:

Development and Resource Management Department

**Signature:**   
Mike Sanchez, Planning Manager

Dated: 11/6/12

**Signature:**   
Mark Scott, Interim Director

Dated: 11-6-12