



CITY OF MESA
DEVELOPMENT SERVICES
HOLIDAY SALES LOT REQUIREMENTS

PROJECT STREET ADDRESS: _____

PERMIT # _____

THIS CHECKLIST CAN BE USED AS A GUIDE WHEN REVIEWING PLANS FOR A HOLIDAY SALES LOT. THESE COMMENTS CAN BE CUT AND PASTED INTO YOUR ELECTRONIC DOCUMENT REVIEW.

NOTE: THIS IS TO BE USED AS A GUIDE AND NOT AS A COMPLETE COMPREHENSIVE LIST. ADDITIONAL ITEMS THAT ARE NOT INCLUDED ON THIS LIST MAY BE IDENTIFIED DURING THE REVIEW PROCESS.

General:

- _____ 1. Provide written permission from the property owner for the use of the lot. Include the beginning and end dates for the holiday sales lot and responsible party contact information.
- _____ 2. An approved Use Permit is required prior to the use of Night Watchman Quarters.
- _____ 3. Signage cannot be displayed more than 30 days prior to the recognized holiday and cannot be placed in the right-of-way.
- _____ 4. Each applicant is responsible for the prompt and efficient cleanup of the property within three days from the close of business operations.

Site Plan:

- _____ 5. Provide a fully dimensioned site plan of the property where the holiday sales lot will be located. Include the following information on the site plan:
 - driveway access, if drive approaches are needed, a Right-of-Way permit is required
 - parking area, including a space meeting ADA requirements
 - sales area
 - complete address and adjacent street names
 - If temporary electric is needed show the location of temporary power pole or generator. For temp power pole meter show size and type of electric wires, support of the wires and pole, and the UL listing. If a generator is being used, provide a letter identifying the times it will be in operation.
 - identify surface material (asphalt, concrete, decomposed granite, etc.) The lot is required to be paved or a dust proof surface shall be provided.
 - location of Night Watchman Quarters (if applicable)
 - note if the lot will be used for pumpkin sales, Christmas tree sales, or both

- identify the Zoning District for the property. Holiday sales lots are permitted on properties zoned for commercial, industrial, or agricultural uses only. Zoning information can be found at www.mesaaz.gov/Maps . Reference Chapter 4 (11-4), Chapter 6 (11-6) and Chapter 7 (11-7) of the Mesa Zoning Ordinance.