

Post Office Box 549  
101 Veterans Memorial Drive  
Kitty Hawk, NC 27949



Phone (252) 261-3552 Fax  
(252) 261-7900  
[www.kittyhawknc.gov](http://www.kittyhawknc.gov)

## **Temporary use application packet for the sale of Christmas Trees**

Enclosed please find your temporary use application packet for the sale of Christmas Trees. Both the temporary use application and the sign application need to be completed and returned with a check in order to be processed. The cost of the temporary use permit is \$100.00, which will be refunded after January 1 if all conditions of the permit are met. The cost of the banner permit is \$75.00 of which \$50.00 will be refunded if the banner is displayed correctly and removed by the date specified in the banner permit. The total cost of the permits is \$175.00 and can be paid in one check.

If you have any questions please feel free to contact me at 252-261-3552 or [jrogers@kittyhawktown.net](mailto:jrogers@kittyhawktown.net).

Sincerely,

Jasper Rogers, Deputy Chief  
Code Enforcement Officer

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## Temporary Use Permit Application

for sale of Christmas Trees

Location/Address \_\_\_\_\_

Applicant/Owner \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

The temporary use of the above property for the sale of Christmas Trees is subject to the conditions listed in the Town Code Chapter 42, Article VI Section 42-502(3):

- A. The sale of Christmas trees and wreaths (whether natural or artificial) during the period beginning November 1 and ending December 31 of each year,
- B. No trees or wreaths shall be located within the town or state rights-of-way or in sidewalks or fire lanes.
- C. The temporary use activity may utilize not more than 20 percent of the required parking on site as well as the open space areas and excess parking areas.
- D. No Christmas tree sales shall be conducted after 11:00 pm and prior to 8:00 am.
- E. No music shall be produced on the site with the temporary use which music is audible beyond the property lines of the lot on which the Christmas tree sales are being conducted.
- F. Any signs used in connection with the temporary use activity must meet current standards of this chapter and applicable sign permit requirements as listed below and pay a separate banner permit and fee.

- a. Any signs used in connection with the temporary use activity must meet current standards of this chapter and applicable sign permit requirements as listed below and pay a separate banner permit and fee.
  - a. Outdoor gathering with one vendor shall meet the following temporary signage:
    - 1. 1 banner up to 36 square feet.
    - 2. Small signs up to 16 square feet each for every 25 feet of road frontage with a maximum of 4 signs per lot.
  - b. All temporary signs shall be located within the boundaries of the area in which the event will be held.
  - c. Temporary signs may not include sandwich boards, inflatable signs, and tethered balloons.
  - d. Temporary signs shall not be illuminated.
  - e. Temporary signs shall be displayed only during the actual time of the event and shall be promptly removed by the permittee at the end of each day. shall not be placed in a manner to impede the ingress and egress of pedestrians or emergency vehicles within the event area.
  - f. No signs allowed by this section shall be placed in the right of way
  
- G. All exterior light generated in connection with the temporary use activity must be contained on the site and exterior lights must comply with current town standards.
  
- H. The temporary use can occur only on commercially zoned property.
  
- I. An application must be submitted for each calendar year, and a deposit of \$100.00 must be made with the town planner before the issuance of the temporary use permit.
  
- J. Trailers or vehicles used to transport trees and materials to the site of the temporary use shall be concealed from observation from town streets to state rights-of-way.
  
- K. The fire inspector before use must inspect any tents larger than 200 square foot. No open flames within 20 feet or cooking will be allowed under the tent.
  
- L. A 20-foot clear perimeter around any building must be maintained at all times.

I the undersigned applicant understand and agree to these conditions:

\_\_\_\_\_

(Signature of applicant)

\_\_\_\_\_

(Date of application)