



Application for Christmas Tree Vendor License

CASH OR CHECK ONLY!

**LICENSE PERIOD IS
ONE CALENDAR YEAR**
January 1st – December 31st

FEES ARE NON-REFUNDABLE

Date Recv'd ____/____/____
 Christmas Tree Vendor Total \$ _____
 License (CLLCHT) \$45.00 Receipt #: _____

Note: Please allow 5 business days for application processing

SECTION 1 – COMPANY INFORMATION – Answer all questions completely. Please PRINT clearly.

Name of Company Holding License			
Company Street Address		City	State Zip
Company Telephone Number	Company Email address		Date Sales will Begin:
Contact Phone Number while in the City of Appleton: [REQUIRED] (____) - ____ - _____		Main Employee Contact for Company: [REQUIRED] _____	

SECTION 2 –EMPLOYEE INFORMATION

Name of Employee (First, M, Last)			
Employee Home Street Address		City	State Zip Code
Date of Birth ____/____/____	Gender	Driver's License Number	State Licensed in

SECTION 3 – LICENSE LOCATION

Location in City where sale will be conducted:

Describe any other business conducted on the premises:

SECTION 4 – PENALTY NOTICE

Under penalty of law, I swear the location must comply with all City of Appleton ordinances and swear that the information provided in the application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

FOR OFFICE USE ONLY

Date Sent for Approvals ____/____/____	Approve	Deny	Date of Recommendation	Staff Member
FIRE				
COMMUNITY DEVELOPMENT				
Denial Reasoning	Date Issued ____/____/____	Expiration Date ____/____/____	License Number	

CHRISTMAS TREE VENDOR LICENSE INFORMATION

- Christmas Tree Vendor Licenses are required within the City of Appleton where individuals are to engage in the business of selling Christmas trees. See City of Appleton Municipal code Sec. 9-566 for more information and definitions.
 - The sale of Christmas Trees may require additional permits and licensing through the City of Appleton Community Department.
 - Outdoor Christmas tree sales lot may be allowed on a lot for no more than forty-five (45) total days per calendar year. See City of Appleton Municipal code Sec. 23-54 for more information on temporary uses and structures.
- Christmas Tree Vendor Licenses are valid for one calendar year from January 1st – December 31st.
- Once a completed Christmas Tree Vendor License application is returned to the Office of the City Clerk it is reviewed by several City Departments for approval. This process takes approximately 5 business days, so please plan accordingly.
- To apply for a Christmas Tree Vendor License, return the completed, signed application form to the Office of the City Clerk.
- Individual Christmas Tree Vendor Licenses are required for each location where Christmas Trees will be sold.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
 - Christmas Tree Vendor License - \$45.00

Additional Questions?

Please contact the Office of the City Clerk at (920) - 832 - 6443.