FIREWORK & CHRISTMAS TREE LOT APPLICATION

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689

APPLICATION FEE: $55.65 per Fiscal Year (Includes a 5% technology fee)
All fees are non-refundable

BUSINESS INFORMATION

Name of Business:	License Type: ☐ Fireworks ☐ Christmas Tree
Address of Sale: (Required)	
Date(s) of Sale:	Hours of Operation:

BUSINESS OWNER AND CONTACT INFORMATION

Applicant's Full Name:		Phone Number:	
Residence Address: (No PO Box)	City:	State:	Zip:
Mailing Address: ☐ Same as above	City:	State:	Zip:
Email Address:			

ADDITIONAL INFORMATION TO SUBMIT

Is the Property Zoned: ☐ CC – Community Commercial or ☐ MRC – Major Retail Commercial

Will a sign be used? NO ☐ YES ☐ If yes, what size?

Will tents or other membrane structures be used: NO ☐ YES ☐

Indicate size of the tent or membrane structure: _____
A permit will be required for tent or other membrane structure over 1,500 sq. ft. Contact Fire Marshal's Office at 541-682-5411.

☐ 3ÉÔÅ Plan – see example on page 3.

☐ Certificate of Insurance – see required information on page 2.

PROPERTY OWNER'S INFORMATION

PERMISSION TO USE PROPERTY IS REQUIRED FROM THE PROPERTY OWNER.
By signing this form, I have authorized the applicant use of the property on dates indicated above.

Property Owner's Name:	Property Owner's Phone Number:
Property Owner's Mailing Address:	Property Owner's Email Address:
Signature of Property Owner:	Date Signed:

SIGNATURE

Please note that we require a minimum of two (2) week to process the application. Incomplete information will delay the review process.

The information provided on this form is true and complete to the best of my knowledge

Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:

Expedited Fee – Additional 50% of Application Fee ☐ Yes Applicant's Initials _____

Expedited Fee is not a guarantee of approval; specific conditions may apply.

Payment must be submitted with application. Make checks payable to: City of Springfield

The Business License year is July 1st through June 30th of each year (Fiscal Year). Applications made during the business year are not pro-rated and are subject to the entire fee. A penalty of $10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable and no license is transferable.

Revised 07/21

STANDARDS FOR FIREWORKS AND CHRISTMAS TREE LOT LICENSES

7.150 Definition.

For the purposes of sections 7.150 through 7.156, the following means:

Fireworks Sales Lot. Any location where legal fireworks are offered for sale to the general public.

Christmas Tree Sales Lot. Any location where Christmas trees and/or wreaths are offered for sale to the public.

7.152 License Required.

No person shall establish, maintain or operate a fireworks sales lot or a Christmas tree sales lot within the city unless a license for that use is obtained from the city. Every fireworks sales lot and Christmas tree sales lot, whether for hire or not, shall be deemed a fireworks sales lot or Christmas tree sales lot subject to the provisions of sections 7.150 to 7.156. Each licensee shall meet the standards as described in sections 7.000 to 7.006.

7.154 Standard of Operation.

The following shall be required of all fireworks sales lots and Christmas tree sales lots:

(1) Written permission from the property owner;

(2) The name, address and phone number of the business or person conducting the sale;

(3) The name and phone number of the responsible person at the site;

(4) All sales shall occur entirely on private property;

(5) All display areas on the property shall be outside the required 25-foot vision clearance triangle;

(6) Required parking spaces and landscaped areas of the established business on the property are to remain clear;

(7) There shall be room to pull a vehicle off the roadway so that hazardous traffic conditions are not created. Once off the roadway, there must be adequate room and paved parking for all vehicles to park, in accordance with section 5.5-115(d) (site plan review) of the Springfield Development Code. Fireworks sales lots and Christmas tree sales lots shall not rely on parking required of the established business(es);

(8) Fireworks sales lots and Christmas tree sales lots may be allowed only on property that is zoned CC-Community Commercial or MRC-Major Retail Commercial;

(9) Signs, if used, must receive a valid sign permit(s). All signs must be located on private property where the sale is approved and shall be outside the required 25-foot vision clearance triangle.

The following shall be required of all fireworks sales lots only. The following is not required of Christmas tree sales lots.

(1) Receipt of a valid license for fireworks sales from the Fire Life and Safety Department.

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

Provide a Certificate of Liability Insurance for the event.

Event applicant shall maintain in force for the duration of the event a Commercial General Liability insurance policy written on an occurrence basis with limits not less than $2,000,000 per occurrence and $3,000,000 in the aggregate for bodily injury or property damage. The following language must be included in the "Description of Operations/Location."

"The City of Springfield, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per Policy Provisions in regard to the [Event Name] on [Date(s) of Event]. This insurance will be primary over any insurance the City may carry on its own."

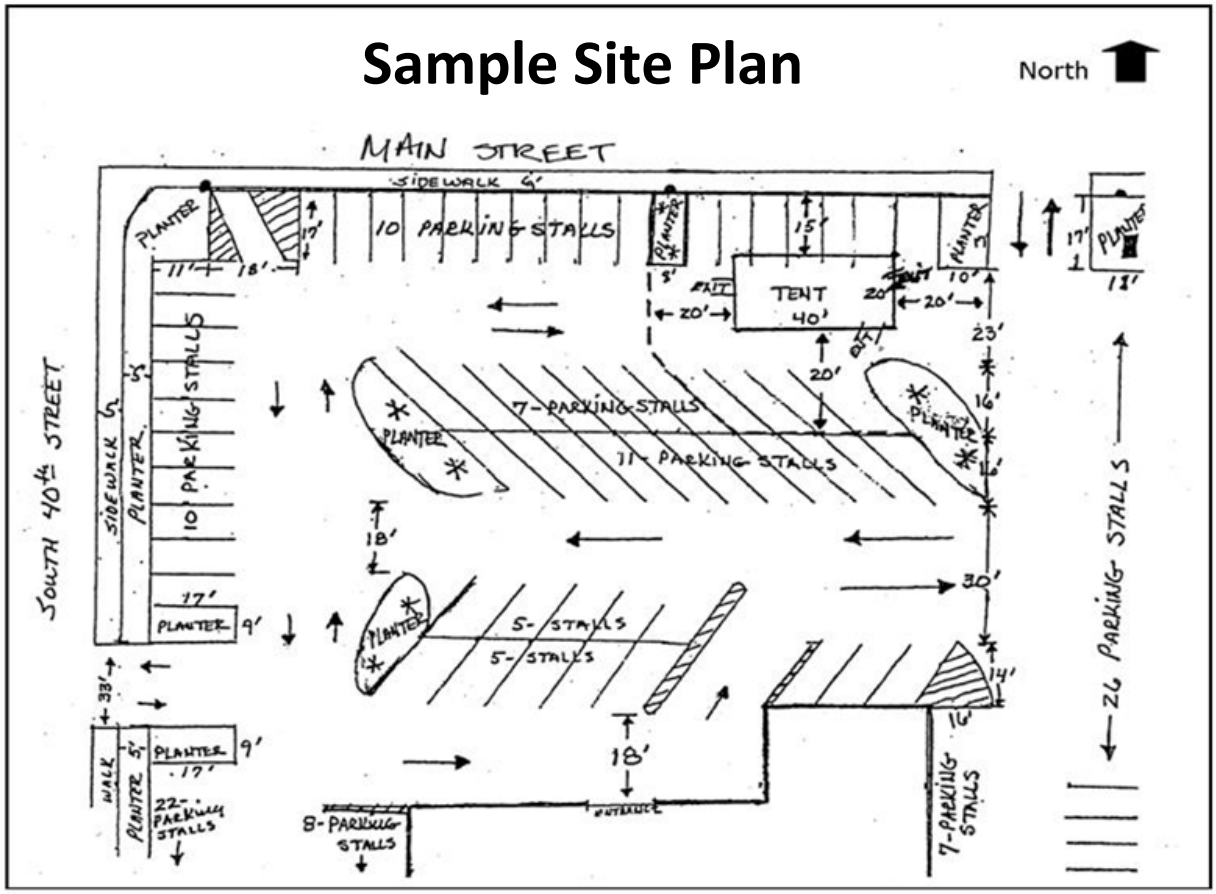
CERTIFICATE HOLDER:	HOLD HARMLESS
City of Springfield 225 5th Street Springfield, OR 97477	Applicant shall defend, indemnify and hold harmless, the City of Springfield, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant's activity or event, including use of any premises, or from any activity, work or things done, permitted, or suffered by Applicant in connection with the applicant's activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Springfield.

Site Plan Requirements

Show:

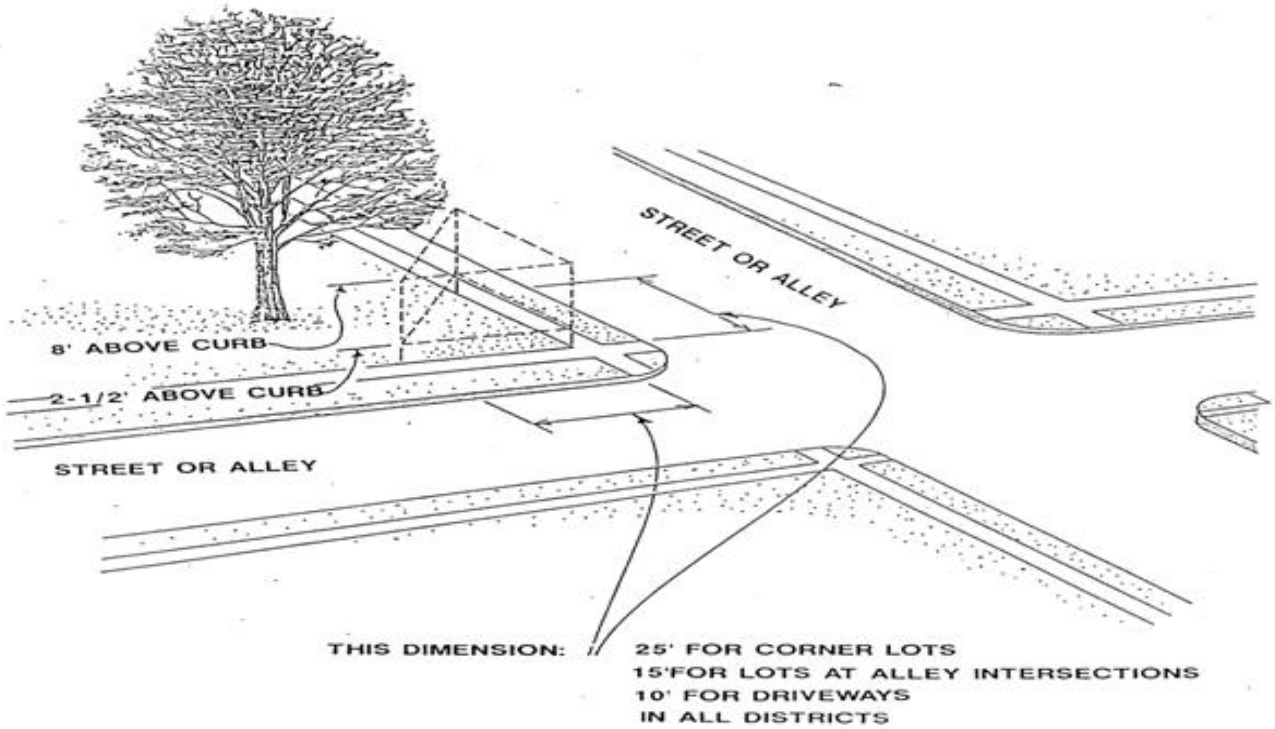
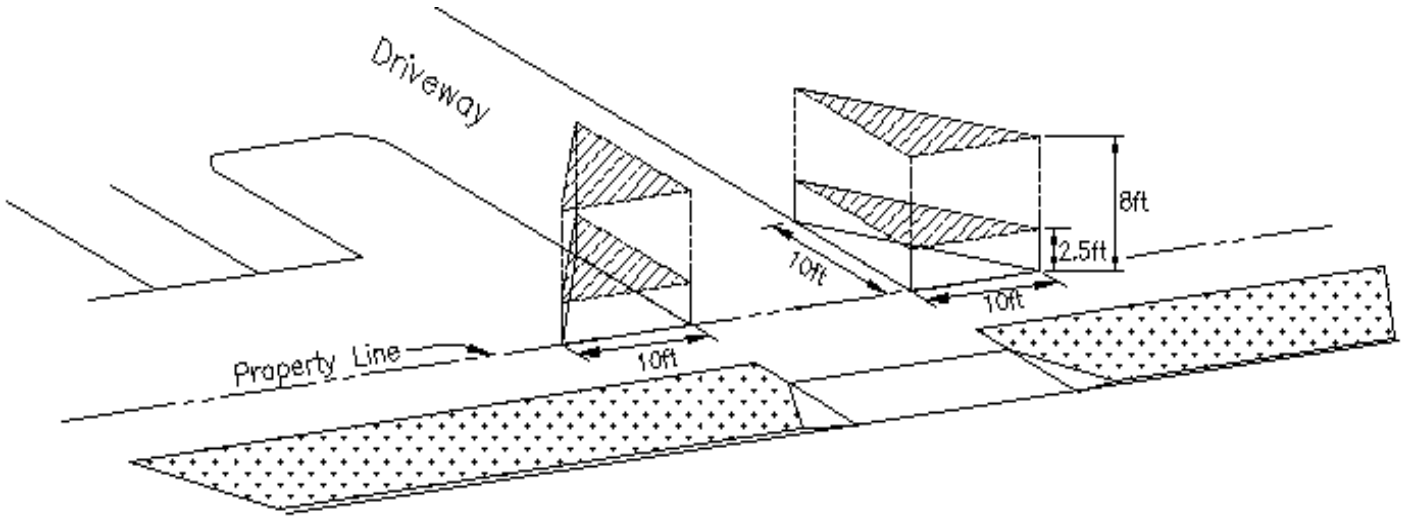
- ☐ Indicate property lines, parking areas (we will need to verify that there is adequate parking for the proposed use and any existing uses on site), public streets, walkways, travel lanes and driveways, including widths and driveway throat depths (minimum 24′ driveway widths and 18′ throat depths will be required).
- ☐ North arrow.
- ☐ All existing structures and buildings and the location of any proposed structures, tents, canopies etc. (These may require additional permits).
- ☐ Dimensions of the sales and storage areas with proximity to property lines and buildings.
- ☐ Power connections, wire runs and proposed cord covers.
- ☐ Generators.
- ☐ Please indicate set-up for all booths and vendors, restrooms, Ingress/Egress (If alcohol is being served, indicate dispensing locations and security personnel as well).
- ☐ In addition, an aerial photo with the approximate location of setup would be helpful in expediting this review process.

NOTE: If current site plan is denied a new site plan will need to be submitted, which will prolong the application review process.



Vision Clearance Areas
from the Springfield Development Code

Vision Clearance



Vision Clearance for Driveway