



HOLIDAY SALES LOT PLAN SUBMITTAL CHECKLIST

Checklist intended for Holiday Sales Lot. **Note: All references comply with the 2024 International Fire Code (IFC), Zoning Ordinance, and ICC A117.1-2017.**

Administrative

- ☐ 1. Provide **detailed** project narrative. Specify type of sales. For example: pumpkin sales, Christmas tree sales, etc.
- ☐ 2. Identify site address.
- ☐ 3. Provide vicinity map showing areas surrounding the site.
- ☐ 4. Provide project site plan.

General

- ☐ 1. Submit written permissions letter from property owner for operations.
- ☐ 2. Annotate on plans operating dates and times
- ☐ 3. Provide name, phone number, and email address of individual(s) responsible for the entire operation.
- ☐ 4. For night watch services (safety watch), contact Fire Prevention at 480-644-2622 for temporary operations permit.
- ☐ 5. Signage shall not be displayed more than 30 days prior to the recognized holiday.
- ☐ 6. Signage shall not be placed on right-of-way.
- ☐ 7. Applicant(s) contact information is responsible for prompt and efficient cleanup of property within 3 days from close of business operations.

Site Plan

- ☐ 1. Dimensioned site plan and exact location of holiday sales lot. Additionally, provide the following information on site plan:
 - a. Driveway access. If driveway over a right-of-way (ROW) is necessary, a ROW permit is required.
 - i. Visit mesaaz.gov/dimes for permit application.
 - b. Parking area.
 - i. Show ADA (handicap) parking spaces. Comply with [ICC](#)

[A117.1-2017, Chapter 5.](#)

- c. Sales area.
- d. Identify site surface material(s). For example: asphalt, concrete, decomposed granite, dustproof surface, etc.
- e. Location of night watchperson's quarters, if applicable.
- f. For temporary electricity, show location of temporary power pole or generator (permit required).
 - i. Show electrical meter capacity, electric wiring size(s), wiring type(s), and equipment being supported (UL listed). Electrical plans require professional engineer (P.E.) seal.
 - ii. For all generator types, provide letter identifying operating dates and times.
- g. Identify property's zoning district.
 - i. Holiday sales lots are permitted on properties zoned for commercial, industrial, or agricultural uses only.
 - ii. For more information:
 - Visit [zoning maps](#) webpage.
 - Reference [Title 11 Chapters 4,6 and 7](#) of the Zoning Ordinance.