



**APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)
For Farmers' Markets**

File No.: _____

City of Atlanta, Office of Planning (404/330-6145)

MARKET NAME _____

APPLICANT (name) _____

COMPANY _____

ADDRESS _____

PHONE NO. _____ EMAIL _____

PROPERTY LANDOWNER _____

ADDRESS _____

PHONE NO. _____ EMAIL _____

DATE STAMP
RECEIVED BY
OFFICE OF
PLANNING

ADDRESS OF PROPERTY _____

Zoning Classification _____ Land District _____ Land Lot _____ Council District _____ NPU _____

If residentially zoned property, check existing use: Religious worship facility (Church, synagogues, temples, mosques, etc.). School

NAME OF FACILITY: _____

INSTRUCTIONS:

- **Applications should be submitted at least 30 business days before the initial opening date of the Farmer's Market.** A **pre-application meeting** with Staff from Office of Planning and Office of Sustainability is recommended **prior** to application submission.
- **Submission Requirements (refer to Section 16-29.001(32) of the Zoning Ordinance):**
 - 1) **Project Summary:** Provide **cover letter** with detailed description of Farmers' Market (including name/contact info of Market Manager, days/hours of operation, number of vendors on market days).
 - 2) **Property Landowner Authorization:** Attached form with notarized landowner consent.
 - 3) **Notice to Applicant:** Attached form with signature and date.
 - 4) **Parking Information** (as applicable - see Section 16-25.002(4)(g)(v))
 - 5) **Market Operations Manual:** Provide a copy of the rules of governance, maintenance, security, hours of operation, assignment of booths and registration of producers, and identify the Market Manager, etc.)
 - 6) **Recycling and Waste Removal Plan**
 - 7) **Property Site Plan:** Four (4) copies drawn to-scale showing layout of the market vendors (location of any tables, tents/booths, staging of products, etc.) on property. Site plan should include property lines, adjacent public streets, sidewalks, and on-site building footprints, parking and driveways as applicable to identify location of the market area on a property.
 - 8) **Proposed Drawings or Photographs:** Illustrative drawings or photographs of proposed trailers, tents or booths (or other related equipment) to be placed on the property.
 - 9) **Site Photographs of Existing Conditions:** Photographs of the existing area on the property where the market area will occur.
 - 10) **Market Certification from the Office of Sustainability – CERTIFICATION is required prior to issuance of SAP approval.**
- **Additional Submission Requirements (as applicable):**
 - 11) **Tents and Tables:** Refer to Chapter 30, Article XXIV of the Municipal Code for applicable vending requirements. Vending shall be limited to one white, portable folding canopy/tent no larger than 10' x 20' in size. Tables provided shall be skirted.
 - 12) **Other Information:** Additional plans or documents may be required at the discretion of the Planning Director.
 - 13) **NC-2, NC-10, NC-11, NC-12, NC-14 Districts:** Pre-application conference with Planning Staff is required prior to SAP submittal. **INCLUDE EXTRA COPY OF SUBMITTAL PACKAGE** for the required 21-day NPU review period as detailed below:
 - a) Mail a copy of the SAP application and plans which are stamped received by the Office of Planning to the NPU.
 - b) Submit a copy of U.S. Postal Service Certificate of Mailing within 5 business days of SAP application submittal.
 - c) Submit notarized Affidavit of NPU Notification within 5 business days of SAP application submittal.
- **Additional Permits:** Additional permit approvals may be required from other City of Atlanta Departments. Vending permit from Atlanta Police Department and Business license from Office of Revenue are required for each vendor.
- **Fees (non-refundable): \$250.00.** Payable to "City of Atlanta" in cash, credit card, personal/cashier check, or money order.

I HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE THAT ALL STATEMENTS HEREIN ATTACHED & SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date _____ Signature of Applicant _____

The City Code provides that Planning Director shall review each request for an SAP within 30 days of a filing of a **completed*** application. (Atlanta Code Chapter 16, Section 16-25). * **Note: NPU notification and review, as applicable, are required to complete the SAP application.**

(FOR OFFICE OF PLANNING OFFICE USE ONLY)

The above request for a Special Administrative Permit (SAP) was **approved** or **denied** on _____

The SAP permit expires on _____

Signed for Director, Office of Planning

Staff Reviewer - Print Name



City of Atlanta Office of Planning
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Notarized authorization by property landowner

SAP-_____

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: Special Administrative Permit for a Farmers' Market.

I, _____ SWEAR THAT I AM THE **LANDOWNER** OF THE
owner(s) name

PROPERTY LOCATED AT: _____

AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA WHICH IS THE
SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO
ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION.

NAME OF APPLICANT (PRINT CLEARLY):

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Signature of Property Landowner

Print Name of Property Landowner

Personally Appeared
Before Me

Who Swears That The
Information Contained
In this Authorization
Is True and Correct
To The Best of His or Her
Knowledge and Belief.

Signature of Notary Public

Date



City of Atlanta Office of Planning
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Notice to Applicant Form

SAP- _____

The applicant hereby acknowledges notification that in the process of design review in connection with the issuance of a **Special Administrative Permit (SAP)**, the City of Atlanta Office of Planning (OOP) will only review such documents as are deemed necessary for the approval of a Farmers' Market in compliance with the district regulations and **Sections 16-25.002(4) and 16-29.001(32)** set forth in the City of Atlanta Zoning Code. Such documents may include, without limitation, the elevations of the structures proposed and site plans specifying the arrangement of such structures and other features of the market, but generally will not include a full set of construction drawings. This level of review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located and to allow the applicant the flexibility to receive approval for a Farmers' Market without the requirement that a full set of construction drawings, that would otherwise be necessary to obtain a building permit, be prepared, presented and reviewed.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project and or layout out of Farmers' Market, will result in a finished project that complies with the site plan, elevations, and other plans on which the SAP was granted. The applicant is further notified that neither the Office of Buildings nor any of the other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, the tree preservation, the riparian buffers ordinance, land disturbance regulations, drainage and sewer capacity or any other regulations in effect at the time of plan review have the authority to approve any changes to the exterior appearance of structures or site plans in a SAP.

It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any other City agency or any other agency reviewing the plans during any part of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the approved site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including without limitation, an increase to the height of the structure, whether resulting from changes to the foundation plan or the grading plan of the site, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the method of construction for any floor of a structure or the roof of any structure, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the OOP.

The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that location which is specified on the site plan approved by the OOP. This includes, without limitation, any such changes that might affect the setbacks of any permanent structure, the orientation of structures or features on the lot, including, without limitation, accessory buildings, the location and size of driveways, walkways, fences, parking pads, parking spaces, loading zones and service areas. It shall be the responsibility of the applicant to ensure that any changes required by any agency reviewing plans for the project remain consistent with the site plan and elevations approved by the OOP. It shall be the responsibility of the applicant, not the OOP, to monitor any plan changes during the permitting of the project to be sure that such changes do not affect the elevations and site plan approved by the OOP at the time of issuance of the SAP.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City building inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the exterior appearance of a structure or in a change to the site plan. The City of Atlanta Zoning Ordinance provides a process under which changes to the elevations and site plan in a SAP may be approved, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on the application of the district regulations and not on the fact that a hardship, financial or otherwise may result if such permission is not given. The duty to adequately monitor the construction of the project to ensure compliance to the approved SAP and or any other City permit shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the SAP or any other City permit.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the OOP staff, the Office of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code. The applicant further acknowledges that the decision to apply to the OOP for permission to alter the approved plans is not an appeal of a stop work order or other enforcement action. The applicant acknowledges that it is solely within their own discretion to choose a process to resolve any dispute arising from the interpretation of any ordinance, the issuance of a stop work order or any other enforcement action and that the resolution of any such matter shall be made in compliance with the City Code and other applicable laws. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

Applicant Printed Name

Applicant Signature

Date



SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

Affidavit of NPU Notification for NC-2, NC-10, NC-11, NC-12 and NC-14 Districts

File # _____

This Affidavit form and a copy of the **United States Postal Service Certificate of Mailing** area required by owner and applicant of the property subject to the Special Administrative Permit application. Submit within FIVE (5) days of application submittal.

Neighborhood Planning Unit (NPU) has TWENTY ONE (21) days from the date of the associated certificate of mailing to provide one (1) set of written comments to the Bureau of Planning prior to any SAP approval.

LOCATION OF SUBJECT PROPERTY:

Street Address(es): _____

Zoning Classifications _____ Land District ____ Land Lot _____ Council District ____ NPU ____

APPLICANT:

Name: _____

Company: _____

Address: _____

Telephone: _____ Email: _____

As the APPLICANT, I, _____ swear and affirm that I have notified the NPU(s) to which this Special Administrative Permit (SAP) affects, and am aware of the requirements of the City of Atlanta Zoning Ordinance Sections 16-36.004, 16-32J.002(1), 16-32K.002(1), 16-32L.002(1) of the NC-10, NC-11 and NC-12 District Regulations.

NPU Contact Information

_____	_____	_____
Name of Contact Person(s)	Phone Number(s)	Email Address(es)

Adjacent NPU(s) Contact Information

_____	_____	_____
Name of Contact Person(s)	Phone Number(s)	Email Address(es)

(To be completed by Notary):

Personally Appeared Before Me this _____ day of _____, 20_____.

Who Swears That the Information Contained In this Authorization Is True and Correct To the Best of His or Her Knowledge and Belief.

Signature of Notary Public

Date

(To be completed by Applicant & Staff):

Signature of Applicant

Printed Name of Applicant

Office of Planning Staff

Signature of Staff only represents that the required notification to the NPU has been completed and does not indicate any position of the Office of Planning on the application.



In addition to the requirements specified in each zoning district pertaining to Farmers Markets, the following zoning code Sections are also applicable:

Chapter 25. Special Permits

Section 16-25.002. Special permits, general.

No building or occupancy permit shall be issued for any structure or use requiring any of the above special permits until such special permit has been obtained, and any such structure or use shall be in full accord with the requirements and limitations set forth in such special permit. No such permits shall be required or issued except in classifications specifically provided for in this part, or other than in accord with the procedures, standards and requirements set forth in connection therewith.

- (4) Special Administrative Permit (SAP) Requirements for Farmers' Markets: Unless otherwise expressly noted in the district regulations, issuance of a special administrative permit, in the manner prescribed herein, is required to operate a Farmers' Market. Notwithstanding any previous issuance of an SAP for a use that would hereafter qualify as a Farmers' Market, said permit shall expire 12 months from issuance and such use shall thereafter only operate upon issuance of a new SAP in the manner prescribed herein. In addition to the requirements set forth in Section 16-25.004 or elsewhere in the Atlanta Zoning Ordinance, as part of the Farmers' Market SAP application, the following items (a) through (g) shall be submitted:
- a. Name and current address of the applicant.
 - b. A notarized letter signed by the property owner(s) or authorized property manager or agent, consenting to the placement of the Farmers' Market on the property.
 - c. A site plan drawn to-scale showing:
 - i. Property lines, street curbs, street names, adjacent sidewalks as applicable.
 - ii. Plan layout and dimensions showing the on-site market area including the number, arrangement, and size of the vending structures to be located in the market.
 - iii. Automobile and bicycle parking space layout and the amount of spaces provided, as applicable.
 - d. Site photographs showing the location of the proposed market area on the property.
 - e. Photographs, drawings, or manufacturers' brochures fully describing the appearance of all vending tables, tents or booth.
 - f. And other documents or information deemed by the Director of the Office of Planning as applicable to the specific application.
 - g. In addition, the applicant shall submit documentation showing (as opposed to merely stating) that it shall comply with the following standards:
 - i. Hours of Operation: Market hours shall be between 7 am to 9 pm but shall not operate more than six (6) hours per day nor more than three (3) days per week. Set-up of market operations shall begin no earlier than 6 a.m. and take-down and clean-up shall end no later than 10 p.m.
 - ii. Market Manager: On-site presence of a Market Manager during all hours of operation who shall direct the operations of all vendors participating in the market and verify that the requisite number of individual vending structures are operated by Producers.
 - iii. Market Operating Rules and Regulations: An established set of operating rules addressing the governance structure of the market, hours of operation, maintenance, security requirements, and the appointment of a Market Manager.
 - iv. Noise Ordinance: Farmer's Markets shall comply with the noise ordinance requirements of Article IV of Chapter 74 titled "Noise Control".
 - v. Parking Requirements: In zoning districts where there is no minimum parking requirement, and or Farmers' Markets with less than 10 vendors, there shall be no parking required. Farmers' markets with more than 10 vendors shall provide parking during the hours of operation at a rate of a minimum of one (1) space per vendor, in any one or combination of the following means:
 1. On-site parking: shall be applicable toward meeting the required parking provided that a written document, signed by both the property owner and the market Manager, establishes that there will be no conflicting parking demand associated with the use of the host property during the Farmers' Market hours of operation.
 2. Off-site parking: shall be allowed within 500 feet toward meeting the required parking provided that there will be no conflicting parking demand during the Farmers' Market hours of operation and that a deed, lease or other legal instrument with the applicable off-site property owner is submitted with the SAP application.
 3. On-street parking: shall be allowed within 500 feet toward meeting not more than 75% of the required parking provided that such on-street spaces shall be indicated on a plan submitted with the SAP application.
 - h. Producer Certification/vendor list: Certification as a Producer by the Office of Sustainability for at least one (1) vendor in the Market shall be required before the Director of the Office of Planning may approve an application for a Farmers' Market special administrative permit. The applicant shall also submit a list of vendors to the Office of Sustainability for documentation.



- i. Temporary movable vending structures: Tents, tables, booths or other market structures shall have a maximum combined square footage of 100 square feet per vendor. Said structures shall be in good repair at all times and shall not be left unattended or stored at any time on the open vending site during hours of operation.
- j. Waste Removal: Provision for recycling and waste removal in accordance with all applicable codes.
- k. Permit transfer: Applications to transfer the SAP permit to another owner or business establishment shall include items (a) through (g) above and a notarized letter indicating no site layout changes to the originally approved SAP permit.
- l. Duration of SAP Permit: A special administrative permit for a Farmers' Market shall expire 365 days from the date of issuance. The permit for a Farmers' Market may be renewed upon a showing in the same manner as required for initial issuance. An SAP for a Farmers' Market may be transferred in the same manner as provided for in Section 16-25.002(2)(c) or as said subsection may hereafter be amended. Failure to comply with these standards or otherwise meet the definition of a Farmers' Market after issuance of an SAP may result in the revocation of the special administrative permit by the Office of Planning.
- m. Denial, revocation or suspension of SAP permit:
 - i. An SAP application shall be denied if all relevant project information is not submitted or is not in compliance with the requirements of either Section 16-29.001(32), Section 16-25.002(4) or any other applicable Code provision.
 - ii. The SAP permit is conditional at all times and may be revoked by the Director of the Office of Planning if the permittee has been found guilty in Atlanta Municipal Court for violation of the zoning ordinance provisions regulating farmers' markets. If revoked, the permittee may not apply for a farmers' market SAP for six (6) months from the date of revocation.

Chapter 29. Definitions.

Section 16-25.001. Application.

For the purposes of this part, certain terms, words or phrases used herein shall be defined, and requirements, restriction or limitations applied as follows:

- (32) Farmers' Market: A market whereby vending activity is conducted outdoors in an open-air environment and accessible to the general public and which meets the following standard:
- (a) At least 75% of the displayed inventory of the products sold in each Farmers' Market is Farm Products or Value-Added Farm Products; and
 - (b) At least 75% of the vendors participating during the market's hours of operation are either Producers, family members, employees or agents of Producers; and
 - (c) If a booth sells Farm Products or Value-Added Farm Products that are not produced by the vendor, said booth must explicitly disclose the producer's name and location in writing with lettering that is at least 2 inches tall and visible to the consumer.
 - (d) As used herein the following terms shall have the following meaning:
 - 1. Producer means
 - a. A person or entity that raises or farm products on land that the person or entity farms and owns, rents or leases; or
 - b. A person or entity that creates (by cooking, canning, baking, preserving, roasting, etc.) Value-added Farm Products; and whose method of production has been verified by the Office of Sustainability based on the standards set forth in their internal operating regulation.
 - 2. Farm Products means fruits, vegetables (including soy-based), mushrooms, herbs, grains, legumes, nuts, shell eggs, honey or other bee products, flowers, nursery stock, livestock food products (including meat, milk, yogurt, cheese and other dairy products), and seafood.
 - 3. Value-Added Farm Product means any product processed by a Producer from a Farm Product, such as baked goods, jams and jellies, canned vegetables, dried fruit, syrups, salsas, salad dressings, flours, coffee, smoked or canned meats or fish, sausages, or prepared foods.
 - 4. Vending structure means a temporary, movable booth, stall, table, tent or other structure used for the sale of goods or for display purposes at a farmers' market.
 - 5. Vendor means any person who sells any goods, wares, merchandise, food or drink at a farmers' market.
 - (e) Farmers markets may vend on vacant land that is zoned commercial.



Farmers' Market – Vendor List Form

City of Atlanta – Mayor's Office of Sustainability (404-954-6742)
(Please Print Clearly)

File Number: _____

Farmers' Markets are required to maintain a list of all information requested in the Farmers' Market Vendor List Form. A quarterly update of the Farmers' Market Vendor List form must be submitted to the Office of Sustainability within the first seven (7) days of the next quarter. Additionally, the Office of Sustainability may request additional updated versions of this list as needed. Any farmers' market receiving this request must provide the updated Farmers' Market Vendor list form within 48 hours of said request. Fill out all applicable information.

Farmer's Market Name:				Submission (Check applicable Quarter Season)		
Market Manager:				1 st Quarter (January 1 – March 31)		
Market Location:				2 nd Quarter (April 1 – June 30)		
Market Dates, Days, Times:				3 rd Quarter (July 1 – September 30)		
Date :				4 th Quarter (October 1 – December 31)		
Vendor Name _____	<u>Is this vendor a producer, family member, employee or agent of a producer. (If yes, specify which.)</u>	<u>Farm Products</u>	<u>Value-Added Farm Products</u>	<u>Supplier Name and Address for products not produced by the vendor</u>	<u>Other Product Type</u>	<u>Notes</u>
Contact _____						
Address: _____						

PHONE NO. _____ EMAIL _____						
Vendor Name _____	<u>Is this vendor a producer, family member, employee or agent of a producer. (If yes, specify which.)</u>	<u>Farm Products</u>	<u>Value-Added Farm Products</u>	<u>Supplier Name and Address for products not produced by the vendor</u>	<u>Other Product Type</u>	<u>Notes</u>
Contact _____						
Address: _____						

PHONE NO. _____ EMAIL _____						



Farmers' Market – Vendor List Form

City of Atlanta – Mayor's Office of Sustainability (404-954-6742)
(Please Print Clearly)

File Number: _____

Farmer's Market Name: _____				Date: _____		
Market Location: _____						
Vendor Name _____ Contact _____ Address: _____ _____ PHONE NO. _____ EMAIL _____	<u>Is this vendor a producer, family member, employee or agent of a producer. (If yes, specify which.)</u>	<u>Farm Products</u>	<u>Value-Added Farm Products</u>	<u>Supplier Name and Address for products not produced by the vendor</u>	<u>Other Product Type</u>	<u>Notes</u>
Vendor Name _____ Contact _____ Address: _____ _____ PHONE NO. _____ EMAIL _____	<u>Is this vendor a producer, family member, employee or agent of a producer. (If yes, specify which.)</u>	<u>Farm Products</u>	<u>Value-Added Farm Products</u>	<u>Supplier Name and Address for products not produced by the vendor</u>	<u>Other Product Type</u>	<u>Notes</u>
Vendor Name _____ Contact _____ Address: _____ _____ PHONE NO. _____ EMAIL _____	<u>Is this vendor a producer, family member, employee or agent of a producer. (If yes, specify which.)</u>	<u>Farm Products</u>	<u>Value-Added Farm Products</u>	<u>Supplier Name and Address for products not produced by the vendor</u>	<u>Other Product Type</u>	<u>Notes</u>