



APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)

For Temporary Outdoor Events and/or Sales on Private Property

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

File No.: _____

VENDING IS NOT PERMITTED ON VACANT LAND

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 _____

INSTRUCTIONS:

- Applications should be submitted at least **14 business days before** event/sales day(s) (not requiring a Special Events Permit).
- **Submission Requirements:** *(Additional time required for zoning districts that require NPU review as noted below.)*
 - 1) Project Summary Cover Letter: A description of the proposed outdoor event and/or sales. Include proposed dates and hours of operation, number/size of tents and tables, types of products sold. For events indicate any entertainment/services provided.
 - 2) Property Site Plan: Four (4) copies drawn to-scale showing layout of proposed event and/or sales area on the property. Site plan should include property lines, adjacent public streets, sidewalks, and on-site building footprints, parking/driveways as applicable to identify location of the proposed outdoor activity. Site plans must include dates and hours of vending operation.
 - 3) Trailers, Tents, Tables or Booths: Illustrative drawings or photographs of proposed trailers, tents, tables or booths (or other related equipment) to be placed on the property.
 - 4) Photographs of Existing Conditions: Photographs of area on property where proposed event and/or sales area will occur.
 - 5) Property Landowner Authorization: Attached form with notarized **landowner** consent.
 - 6) Notice to Applicant: Attached form with signature and date.
 - 7) Tents: Provide manufacturer certificate of flame retardancy for tents.
- **Additional Submission Requirements (as applicable):**
 - 8) Tents and Tables: Refer to Chapter 30, Article XXIV of the Municipal Code for private property 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.
 - 9) Other Information: Additional plans or documents may be required at the discretion of the Planning Director.
- **NPU Review for NC-2, NC-6, NC-10, NC-11, NC-12 and NC-14 Districts:** **SAP applications in these zoning districts require corresponding NPU review.** A pre-application 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.
- **Fees (non-refundable):** **\$250.00.** Payable to "City of Atlanta" in cash, credit card, personal or 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 _____

Atlanta Code Chapter 16, Section 16-25: The Planning Director shall review each SAP request within 30 days of a filing of a **completed*** 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

File # _____

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

VENDING IS NOT PERMITTED ON VACANT LAND

TYPE OF APPLICATION: Special Administrative Permit for Temporary Outdoor Event and/or Sales.

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:

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](#)

File # _____

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 project concept in compliance with the district regulations 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 project, 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 project concept 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 a temporary event and/or sales area, will result in a finished project that complies with the elevations, site plan 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 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 BOP. It shall be the responsibility of the applicant, not the BOP, 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 Bureau 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-6, 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.