



**APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)**  
For Temporary Outdoor Events, Sales, and/or Displays on Private Property File No.: \_\_\_\_\_  
FOR A PERIOD UP TO 90 DAYS

City of Atlanta, Office of Zoning & Development (404/330-6145)

**(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  
ZONING

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: One (1) copy 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.
- **Fees (non-refundable):** \$75.00 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 \_\_\_\_\_

- **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.

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 ZONING & DEVELOPMENT USE ONLY)

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

**\*SAP is valid for the following period:** \_\_\_\_\_ **TO** \_\_\_\_\_

\_\_\_\_\_  
Signed for Director, Office of Zoning & Development

\_\_\_\_\_  
Staff Reviewer - Print Name



City of Atlanta Office of Zoning & Development  
**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





**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 Zoning & Development 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.*