

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**Special Administrative Permit (SAP)**

**FARMERS MARKET  
(Not a temporary produce stand)**

Address of Subject Property: \_\_\_\_\_

(If no address): District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permit Duration: (From) \_\_\_\_/\_\_\_\_/\_\_\_\_ (To) \_\_\_\_/\_\_\_\_/\_\_\_\_ Total # Days: \_\_\_\_  
(See Table 4.30 (From) \_\_\_\_/\_\_\_\_/\_\_\_\_ (To) \_\_\_\_/\_\_\_\_/\_\_\_\_ Total # Days: \_\_\_\_

The application shall include:

- Name and current address of the applicant.
- 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.
- A site plan/sketch drawn to-scale showing:
  - Property lines, street curbs, street names, adjacent sidewalks as applicable.
  - 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.
  - Location of onsite and offsite parking spaces.

I, \_\_\_\_\_ agree to abide by the requirements of Art. 4.2.27 of the code.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SECTION BELOW TO BE COMPLETED BY OFFICE**

Zoning Classification: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

