



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 OWNER _____
 ADDRESS _____
 PHONE NO. _____ EMAIL _____

ADDRESS OF PROPERTY _____

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

****Properties zoned PD-H, PD-MU, PD-OC, PD-BP or PD-CS are not permitted to obtain SAPs for "outdoor sales areas." A mandatory public hearing is required prior to all SAP approvals. Please review the SAP public hearing schedule prior to submittal to avoid timing conflicts with the proposed event.**

INSTRUCTIONS:

- **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 area. 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 Owner Authorization: Attached form with notarized signature of property owner. Signature required from the owner of the property not the lessee of the property.
 - 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 Director of the Office of Zoning and Development.
- **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 meeting with Staff is required prior to submittal. **APPLICANTS ARE REQUIRED TO SEND A COPY OF THE SUBMITTAL PACKAGE** to the respective NPU for the **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 Zoning and Development 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.



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Notarized authorization by Property Owner

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 PROPERTY OWNER OF
Owner (s) name

THE **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 Owner

Print Name of Property Owner

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 Zoning & Development
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 Zoning and Development (OZD) 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 OZD.

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 OZD. 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 OZD. It shall be the responsibility of the applicant, not the OZD, 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 OZD 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 OZD 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 OZD 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. **There shall only be one renewal for a temporary event/and or sales area on a property. Requests to extend beyond 180 days require a Special Use Permit (SUP).**

Applicant Printed Name

Applicant Signature

Date



City of Atlanta Office of Zoning & Development
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.

City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

Temporary Outdoor Events and/or Sales Zoning Districts

| | | |
|--------|--|---|
| R-LC | Residential Limited Commercial | SAP required for <90 Days, SUP required for >90 Days. |
| O-1 | Office Institutional | No outdoor sales permitted unless a market garden. Indoor markets - SAP required for <90 Days, SUP required for >90 Days. |
| C-1 | Community Business District | SAP required for <90 Days, SUP required for >90 Days. |
| C-2 | Commercial Service District | SAP required for <90 Days, SUP required for >90 Days. |
| C-3 | Commercial Residential District | SAP required for <90 Days, SUP required for >90 Days. |
| C-4 | Central Area Commercial Residential District | SAP required for <90 Days, SUP required for >90 Days. |
| C-5 | Central Business Support District | SAP required for <90 Days, SUP required for >90 Days. |
| I-1 | Light Industrial | SAP required for <90 Days, SUP required for >90 Days. |
| I-MIX | Light Industrial Mixed Use | SAP required for <90 Days, SUP required for >90 Days. |
| I-2 | Heavy Industrial | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-1 | Downtown Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-2 | Fort McPherson Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-3 | English Avenue Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-4 | Ashview Heights and Atlanta University Center Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-9 | Buckhead Village District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-11 | Vine City & Ashby Station Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-12 | Buckhead/Lenox Stations Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-15 | Lindbergh Transit Station Area Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-16 | Midtown Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-17 | Piedmont Avenue Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-18 | Mechanicsville Neighborhood Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-19 | Vine City Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-20 | Greenbriar Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-21 | Historic West End/Adair Park Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| SPI-22 | Memorial Drive/Oakland Cemetery Special Public Interest District | SAP required for <90 Days, SUP required for >90 Days. |
| CLD | Cabbagetown Landmark District | SAP required for <90 Days, SUP required for >90 Days. |
| NC | Neighborhood Commercial Districts | SAP required for <90 Days, SUP required for >90 Days. |
| LW | Live Work | SAP required for <90 Days, SUP required for >90 Days. |
| MRC | Mixed Residential Commercial | SAP required for <90 Days, SUP required for >90 Days. |

**** All zoning districts not listed *PROHIBITS* Temporary Outdoor Events, Sales, and/or Displays**



Office of Zoning and Development
2025 Special Administrative (SAP) and Zero Lot Line (ZLL)
Public Hearing Schedule
12:00 PM – City Hall, City Council Chambers, Room 1, Second Floor

| Application Period | Public Hearing Date |
|-------------------------------------|----------------------------|
| October 31, 2024 – November 7, 2024 | December 20, 2024 |
| November 8, 2024 – December 5, 2024 | January 23, 2025 |
| December 6, 2024 – January 7, 2025 | February 20, 2025 |
| January 8, 2025 – February 7, 2025 | March 27, 2025 |
| February 8, 2025 – March 6, 2025 | April 24, 2025 |
| March 7, 2025 – April 3, 2025 | May 22, 2025 |
| April 4, 2025 – May 8, 2025 | June 26, 2025 |
| May 9, 2025 – June 4, 2025 | July 24, 2025 |
| June 5, 2025 – July 9, 2025 | August 28, 2025 |
| July 10, 2025 – August 6, 2025 | September 25, 2025 |
| August 7, 2025 – September 3, 2025 | October 23, 2025 |
| September 4, 2025 – October 8, 2025 | November 20, 2025 |
| October 9, 2025 – November 5, 2025 | December 18, 2025 |

Applications are accepted online via Accela Portal Monday-Friday until 3:00 PM

Questions? Contact dcpoz@atlantaga.gov
OFFICE OF ZONING AND DEVELOPMENT



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