



APPLICATION CHECKLIST
**TEMPORARY CERTIFIED FARMERS'
MARKET PERMIT (FARM)**

A request for a Certified Temporary Farmers' Market Permit requires approval by the Planning Manager and a public notice. Following a public notice, the Planning Manager may approve the requested permit, subject to conditions of approval. The action of the Planning Manager to grant the Temporary Certified Farmers' Market Permit shall be final unless appealed to the City Council.

Applications shall be reviewed for compliance with the Application Submittal Requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

Application Submittal Requirements:

- A) One (1) copy of the completed application form, with an ***address approved by City of Roseville Development Services Department - Addressing*** and all required **original signatures**. Please include documentation indicating that the property owner consents to use of the property as a Temporary Certified Farmers' Market.
- B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
- C) One (1) copy of the Certified Farmers' Market Certificate issued by the Placer County Agricultural Commissioner.
- D) One (1) copy of a detailed description of the proposed use, (e.g. "temporary use of property for Certified Farmers' Market"), and day and hours of operation.
- E) Requested signage.
- F) Five (5) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 40') indicating:
 - Property lines
 - Existing and proposed buildings and other structures on site
 - Driveways and parking spaces and depiction of parking available to patrons and growers.
 - Entrances, exits, and walkways
 - Provisions for water and sanitary facilities (toilets)
 - Accessibility requirements (as required by the Uniform Building Code and American Disabilities Act)
 - A vicinity map
 - North arrow and scale
 - Summary of project statistics including zoning and proposed market square footage.
 - One (1) 8 ½" x 11" reproducible copy
- G) Additional information as deemed necessary by the Planning Division. See back for additional information for specific uses.

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.