

# FARMERS MARKET ZONING

## APPLICATION



April 2013

**Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until **June 18, 2017**.**

### Stafford County Department of Planning & Zoning

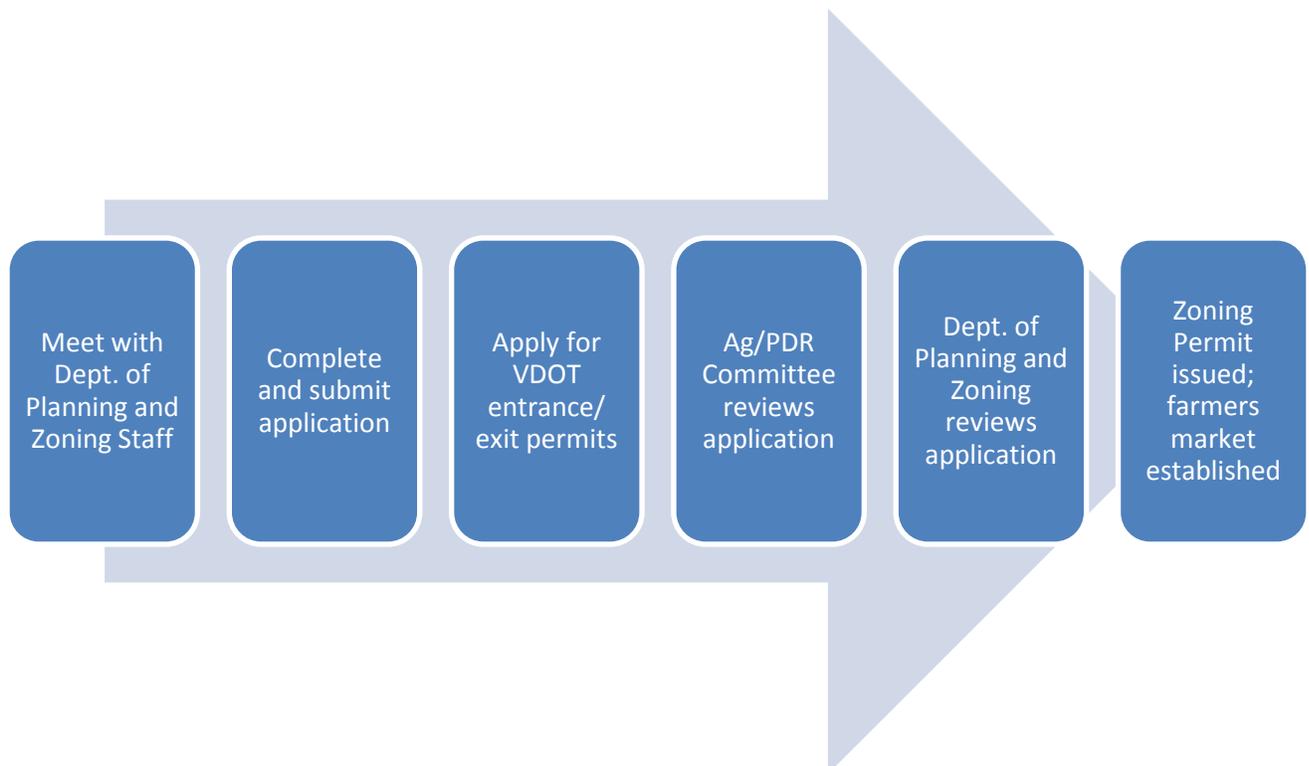
1300 Courthouse Road  
P.O. Box 339  
Stafford, VA 22555-0339

Phone: (540) 658-8668  
Fax: (540) 658-6824

[www.staffordcountyva.gov](http://www.staffordcountyva.gov)

## **Farmers Market Application Submittal and Approval Process**

1. Schedule a preliminary conference with the Department of Planning and Zoning (540-658-8668) to discuss the market and applicable regulations set forth under Stafford County Code, Section 28-39(v), entitled “Special provisions applicable to farmers markets.” All farmers markets established in Stafford County shall abide by these regulations.
2. Complete and submit Farmers Market Zoning Application to the Department of Planning and Zoning.
3. If necessary, apply for Virginia Department of Transportation (VDOT) permits for entrances and exits. Contact Bret Cox, VDOT Land Use Engineer, at (540) 599-4503 for more information.
4. The Agricultural/Purchase of Development Rights (PDR) Committee reviews the application for its adherence to Section 28-39(v) and the current “Regulations for Establishing Farmers Markets in Stafford County.” The applicant and other interested parties are encouraged to attend the Agricultural/PDR Committee meeting when their application is to be discussed.
5. The Department of Planning and Zoning reviews the application for adherence to any other applicable requirements of the Zoning Ordinance and to verify any necessary VDOT permits.
6. If no further information is required and the Agriculture/PDR Committee and Department of Planning and Zoning approve the application, a Zoning Permit is issued and the farmers market may be established.
7. Approved applications are valid for one (1) year from issuance of Zoning Permit. Applicants will need to submit a renewal application in subsequent years in order to maintain the farmers market.



## Application Submittal Checklist

- Submit completed Farmers Market Zoning Application by 4:30PM on the 2<sup>nd</sup> Monday of any month.
- Provide proof of appropriate VDOT permits (if applicable).
- Site Drawing, including designated vendor space and customer parking; entrance/exit location(s); setbacks of the vendor and parking areas from property lines; size and location, including distance from property lines, any proposed structure; and size and location of proposed waste receptacle, if applicable.
- Review fee of \$61.65.
- Signed and notarized Market Manager Affidavit.

NOTE: If any signs are proposed for the farmers market, the applicant must submit a separate Zoning Permit Application for Signs. Please contact the Department of Planning and Zoning (540-658-8668) for more information.

RECEIVED:

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

OFFICIALLY SUBMITTED:

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

# Project Information & Primary Contacts

AP# \_\_\_\_\_

## APPLICANT

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

## MARKET LOCATION

ADDRESS

CITY

STATE

ZIP

TAX MAP #

SECTION

LOT

TOTAL SITE ACREAGE

SUBDIVISION/DEVELOPMENT

ZONING DISTRICT

## OWNER OF MARKET LOCATION

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

## MARKET MANAGER

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

## **Proposed Rules and Regulations of Farmers Market**

**Provide the following information, as applicable to the Farmers Market:**

A. Dates and hours of operation.

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B. Maximum number of producers expected and sales area per producer.

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C. Method of trash screening, containment, and pick-up.

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D. Any additional applicable rules specific to the Farmers Market (attach additional pages if necessary).

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## **Site Drawing of Farmers Market**

**Provide a site drawing that includes the following information for the Farmers Market.**

- A. Location and dimensions of entrance(s) and exit(s).
- B. Location and dimensions of drive aisles/travel ways.
- C. Location and dimensions of vendor area(s), including tent canopies, vehicle areas, and/or buildings (any permanent structure(s) will require a Building Permit from the Department of Public Works).
- D. Location and quantity of parking spaces for vendors and customers (the final number of parking spaces is subject to approval by the Zoning Administrator).
- E. Setbacks of vendor area and parking area from property lines.
- F. If any buildings or parking lots are proposed that involve construction or land disturbance, a minor or major site plan is required and setbacks specified in the Zoning Ordinance may apply.

**Market Manager Affidavit**

I, \_\_\_\_\_, have read Section 28-39(v) of the Stafford County Code of Ordinances, *Special provisions applicable to farmers markets*, and the current Regulations for Establishing Farmers Markets as amended by the Agricultural/PDR Committee and will comply with all responsibilities assigned to my position as Market Manager in the aforementioned texts.

\_\_\_\_\_  
**Grantee's Signature**

**COMMONWEALTH OF VIRGINIA  
COUNTY OF STAFFORD, to wit:**

The forgoing affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Review Fee Calculations**

The County review fee calculations are provided below.

**Farmers Market Zoning Application:**

A. Base Fee (Required) .....	\$ <u>60.00</u>
B. Technology Fee (Base Fee x 2.75% or 0.0275).....	\$ <u>1.65</u>
<b>TOTAL (Base Fee + Technology Fee).....</b>	<b>\$ <u>61.65</u></b>

**MAKE CHECK PAYABLE TO “STAFFORD COUNTY”**

**Statements of Understanding**

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of the Farmers Market Zoning Application for review and approval as provided under Chapter 28, Zoning Ordinance, of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have submitted this application for the Farmers Market Zoning Application for review and approval as provided under Chapter 28, Zoning Ordinance, of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

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Signature of Applicant/Agent	Printed Name	Date
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