



Farmers' Market Permit Checklist

Our Community Development Department has created this checklist to make applying for the Farmers' Market Permit process as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Application Process

Application for a farmers' market permit is made online through the Town's permit application portal. You can access the farmers' market permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

Point of Contact Information

This is the applicant's information, including first and last name, telephone number, mailing address, and contact email.

On-site Event Manager

Provide the name, cell phone number, contact email, and mailing information of the on-site event manager who will be responsible for ensuring the event complies with all applicable standards.

Site Information

Location of proposed event (street address)

Zone (allowed only in the Central Commercial, Village Commercial, Agricultural, and Public Use Zones) if you're unsure which zone check the [GIS Map](#) or call the office

Parcel Number

Event Information

Event Name

Sponsoring Committee or Organization

Date(s) of Event

Times the event will start and end
Number of participants (including guests, hosts, service staff, event promoters, vendors, performers, etc.)
Will the event occupy or otherwise impact the Town or UDOT right of way?
Will the event require on-street parking?

Site Plan (to scale, detailed schematic/map)

Property and location of event facilities and temporary structures
Equipment/furniture (tents, tables, bars, stage, etc.)
Location of booths
Description of the services planned (selling food, etc.)
Location of trash and recycling equipment
Location of permanent structures
Location of parking areas

Parking Plan (to scale) showing permanent structures, and parking areas used to serve the farmer's market

Letter of Authorization

Written letter of authorization from the property where the event will take place
Written letter of authorization from the owner(s) of any private parking areas used to serve the farmer's market

If utilizing the SR-9 right-of-way

UDOT approval
Traffic control plan if the event includes a road closure or will create traffic delays

Health Department Approval

Copies of Health Department approval where food is handled or sold, and in any other situation where Health Department standards apply

Insurance Certificate

Insurance certificate evidencing general liability coverage in the amount of at least \$1,000,000.00 listing the Town of Springdale as an additional insured.

Attach a current copy of the sponsoring committee's or organization's bylaws or rules of operation

Color rendering of any signage associated with the farmer's market