MODEL HOME PERMIT APPLICANT'S GUIDE

ZONING DIVISION

NOTE TO THE PUBLIC: Please use this checklist to determine whether your Model Home building permit application is complete before you bring it in for filing. If your application is not complete, it may not be accepted for processing.

BACKGROUND: Zoning Ordinance Section 6116 – Uses in New Subdivisions, allows for certain temporary uses, including model homes within a subdivision or multiple dwelling complexes, solely for the marketing of the dwellings and/or lots in the same residential development.

PART 1:

Documents – You must include the following documents with your submittal of your Model Home building permit at the time you file your application:

- ☐ SUPPLEMENTAL APPLICATION – PDS-347. The description must also include a list of the temporary uses with the cost of removal for each item. This list should contain EVERY temporary use including flags, trap fences, temporary walkways and garage conversion. The inclusion of the cost for removal is necessary to determine the proper bonding.

- ☐ LEGAL DESCRIPTION OF PROPOSED MODEL HOME SITES – Include assessor's map, if available. If the Final Map has not been recorded, Part D of PDS-347 needs to be completed by the Department of Public Works.

- ☐ AGENT AUTHORIZATION – (if applicable). A signed letter authorizing the applicant to apply for the permit is necessary if the applicant is not the owner(s).

- ☐ COPY OF THE LEASE – If property is under lease.

- ☐ PLOT PLANS – Two (2) copies of the plot plan. See link - Minimum Plot Plan requirements; http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/pds090.pdf
  WARNING- Temporary uses not shown on the plot plan cannot be granted.

- ☐ AGREEMENT/BOND – Section 6116 of The Zoning Ordinance requires a notarized agreement (PDS-269) and a bond (PDS-268) and Supplemental Agreement (PDS-347) to cover the cost of restoring the site and/or converting the homes to a condition suitable for sale for residential occupancy.

- ☐ LANDSCAPE PLAN APPROVAL LETTER – Landscape Plan approval for the Model homes is required pursuant to the County Code. Indicate on the building plans any proposed flags, banners, etc. The landscape plan must be approved prior to approval of the building permit for the Model Homes.

Pursuant to 86.703 a(4) of the County Code, a fully detailed landscaped plans shall be prepared for the Model Homes that provide a landscaped area.

A. Provide a statement on the plans that indicates that the landscape for all permanent landscaping to remain as part of the landscape plan approval may be modified no more than 10% upon termination of its use as a model. Any changes that would affect more than 10% of the remaining landscape will require resubmittal of the landscape plan for review and approval (pursuant to Section 6713).

B. Provide a description, list and dollar amount of the proposed temporary uses with the cost of removal for each item. This list should contain EVERY temporary use including flags, trap fences, temporary walkways, parking lots, door/wall removals, raised slab floor, display area, and garage conversion, etc. The inclusion of the cost for removal is necessary to determine the proper Bond amount. This amount will be included as part of the Bond for Model Home Agreement (PDS-268).

C. The Landscape Architect of Record shall provide a signed compliance statement on all sheets prepared under their supervision.

D. Water Management Plans shall be submitted