

MODEL HOME COMPLEX INFORMATION SHEET AND PERMIT APPLICATION

A Model Home Sales Complex, as defined in Section 1-2-1 of the Zoning Ordinance, includes "residential units and a sales office in a development which is being used to illustrate the design of the units to potential homebuyers during initial sale

of units." A Model Home Sales Complex is a temporary real estate office that may be established within the boundaries of an approved tract and may be used solely for the first sale of homes or the first rental of apartments in projects of twenty (20) or more units within the same project. A model home sales complex permit may be approved for up to 3 years and may be extended for an additional 3 years. Model home complex permit applications are reviewed by staff pursuant to Section 2-20-1, and approved pursuant to Section 2-20-4 of the City of Irvine Zoning Ordinance. No public hearing is required. A separate request must accompany each application for a model home complex.

This permit application should be submitted in conjunction with the first grading permit for a tract. The cost of processing the permit will be charged to the grading permit.

Please use this as a checklist to assemble the materials required for your Model Home Complex Permit, and bring it with you when you submit your application. If you have any questions about the items requested, please call the Development Assistance Center at (949) 724-6308.

Permit Review:

Staff will review your submittal and check it against conditions imposed on previously approved development applications of which this model homes complex would be a part, among those: tentative map, master plan, and/or conditional use permit.

Once you have completed this application, return it together with the building permit application and required plans to the <u>Community Development Department</u>, <u>Development Assistance Center</u>, <u>P.O. Box 19575</u>, <u>Irvine CA 92623-9575</u>. Staff will review your submittal and if all regulations have been met, issue a Model Home Sales Complex Permit in conjunction with the issuance of the first required grading permit.

Required Grading and Building Permits:

Applications for permits may be obtained from the Building Counter in the Community Development Department (949) 724-6300. Once the plans have been checked for conformance with all applicable codes, permits will be issued for a fee, in accordance with the City's permit fee schedule.

Inspections Required:

After obtaining a building permit, and during construction of the model homes, all applicants will be required to call for inspections and obtain approvals from a building inspector. Requests for inspections may be obtained by calling the Building and Safety Division (949) 724-6501.

Submittal Requirements

- 1. You must have an approved street name. For information regarding the street naming process, please contact the Development Assistance Center within the Community Development Department ((949) 724-6308. The applicant must submit for street name approval during the conditional use permit review process.
- 2. You must complete and submit the application attached to this information sheet, together with the first required permit application (typically, a grading permit). In addition to the plans required as part of the permit application, you must include four (4) copies of a site plan (preferably 30"x 42"), drawn to scale, showing the location of the following:
 - a. Model Home Sales Complex in relation to the entire site.
 - b. Temporary fencing, walks and structural amenities. Section 3-35 of the Zoning Ordinance discusses development standards for walls and fences.
 - c. Temporary vehicle parking and maneuvering areas to provide off-street parking as necessary for employees and guests. Please refer to Section 4-3 of the Zoning Ordinance, which describes parking regulations, and Section 4-3-4(7) which indicates parking requirements for model homes as 3 spaces per model home plus 1 space per sales person.
 - d. Other temporary and/or permanent structures and facilities, including but not limited to:
 - (1) Permanent recreational facilities
 - (2) Permanent streets and driveways
 - (3) Temporary children's play yards



MODEL HOME COMPLEX PERMIT

APPLICANT INFORMATION:			
Name	Date Submitted		
Address			
Telephone			
PROJECT INFORMATION:			
Project Name Address of Model Home Sales Complex Planning Area Legal Description			
			orary and permitted structures and facilities:
		Number of model homes	Number of Parking Spaces
Hours of Operation:	a.m. to p.m.		
Proposed Days of Week:	through		
STAFF REVIEW: (CD staff use only)			
I-G Case NumberP	ETC Expiration Date		

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