



MODEL HOMES SUPPLEMENTAL INSTRUCTIONS FOR FILING

Development Code Chapter 11.58 (Ordinance #1556)

The Temporary Use Permits (TUP) application allows for the processing and review of certain uses that are intended to be of limited duration of time and will not permanently alter the character or physical facilities of the site where they occur. The following uses and structures may be allowed with a Temporary Use Permit, subject to the procedures of Chapter 11.58, Temporary Use Permits, in connection with a subdivision of 20 or more lots with an approved tentative map:

- Up to six model homes
- A temporary building used as a contractor's office and
- A real estate sales office in connection with marketing of a subdivision.

Applications shall be reviewed for compliance with the below Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Development Plan:** Electronic PDF plans are preferred. If hard copy plans may be submitted, please submit one (1) full size copy of the site development plan drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. The site development plan must clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property lines & dimensions, with acreage, for entire property.
 - c) A location vicinity map identifying the project site within an identifiable geographic area.
 - d) All existing and proposed buildings and structures including location from property lines, size, height and proposed use(s); sales office, parking areas & signage.
 - e) Walls and fences including location, height and construction materials.
 - f) Names of all adjoining streets.
 - g) Trap fencing, parking areas, proposed temporary structures, restroom facilities & any other relevant details.
3. **Recorded Map:** One electronic copy of the original recorded map that created the model home lots.
4. **Design Review Approval:** Design Review is required for the area encompassed under the Plumas Lake Specific Plan. Please provide approved Design Review documents for the map/project area the model homes are to be constructed within.
5. **Landscape Plans:** One electronic copy of landscape & irrigation plans that meet applicable sections of Chapter 11.24, *Landscape* is required for new uses, a change of use, or expansions of an existing building by 25% or more.
6. **Project Description:** Provide a brief project description that includes: the applicant's request, any operation details,

proposed traffic or pedestrian circulation, a description of any structures existing or proposed with the temporary use & any other information that may be relevant to the request.

7. Other information may be required to facilitate a comprehensive evaluation of the application by departments of the Community Development & Services Agency.

STANDARDS

- All such uses must be located within the subdivision.
- The uses are allowed in connection with a subdivision of 20 lots or more with an approved tentative map.
- A real estate sales office may be located within a new residence that is part of the development or within a temporary building.
- Model homes may be used in conjunction with an approved temporary tract office but not a general real estate business.
- At the end of the approved time period, structures shall either be removed or restored for a use permitted in the zone where they are located.

TIME LIMITS AND EXTENSIONS

- The temporary structures and uses may be granted for an initial period of no more than two years.
- The Zoning Administrator may renew said permits for up to additional one-year period(s) upon written application at least 30 days prior to expiration.