



MODEL HOME SALES COMPLEX

APPLICATION REVIEW PROCESS

City of Casa Grande Development Center

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www.casagrandeaz.gov



MODEL HOME SALES COMPLEX

APPLICATION PROCEDURES

ADMINISTRATIVE REVIEW FOR A MODEL HOME SALES COMPLEX

The following information is provided to assist applicants in the preparation and submittal of an application for a Model Homes Sales Complex for property within the City of Casa Grande. Model home complexes are permitted for the initial sale of homes within a subdivision or residential condominium development. A model home complex may be constructed prior to the recording of a final plat on the property.

1. Model Home Building Permits –

- The Homebuilder may pull building permits on each model home prior to submitting the Model Home Complex application.
- Building permits for the sales/construction office in a model home, sales trailer, or construction trailer within the model home complex can be processed before or concurrent with the Model Home Complex application. These permits can also be processed after approval of the model home complex. The location and parking for trailers shall be included in the site plan for the Model Home Complex application if they are to remain during the public use of the model home complex.
- Building permits for a sales/construction trailer not within the model home complex can be issued prior to the approval of the Model Home Complex application if it is required prior to the completion of the model home complex..
- A building permit is required for the conversion of the sales/construction office in the garage back to the residential garage. It is required before the residential C of O.
- Flagpoles, landscape lighting, water fountains, etc. shall be shown on the Model Home Complex site plan.

2. Application – The applicant must provide all of the required information described on the submittal checklist and pay a fee at the time of formal submittal. Incomplete applications will not be accepted. See the following link for fee amount:

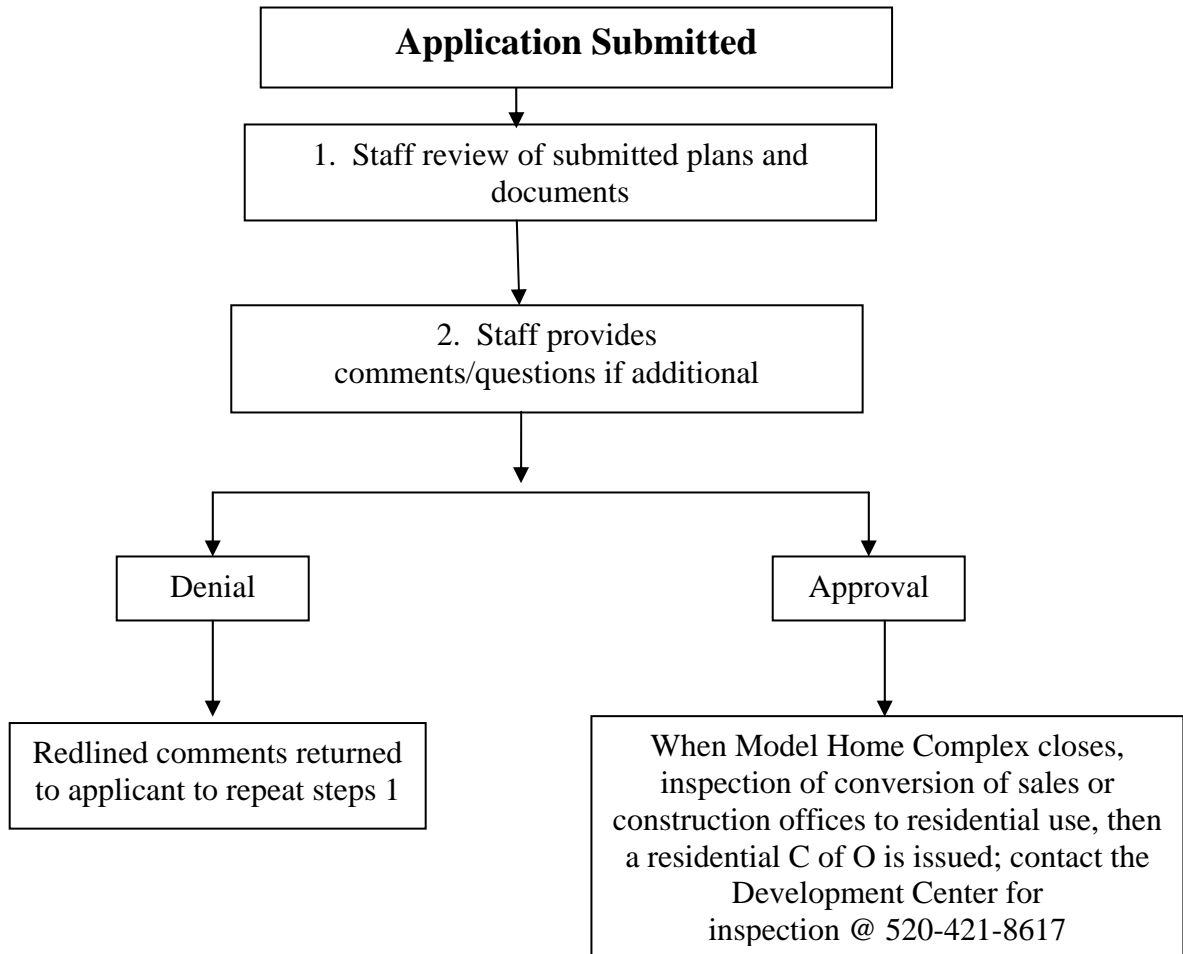
<http://casagrandeaz.gov/web/guest/feeschedule>

3. Staff Review – The Planning Department Staff will manage the application. City Staff from Building, Fire, and Police will review and provide comments on the application. Any department with concerns will contact the applicant and address questions and/or issues.

4. Administrative Approval – The Planning Staff will approve, approve with modifications and/or conditions, or deny the request. The Notice of Decision will include the length of time the trailers and model home complex are allowed to be used.

5. Timing – A model home complex application will be reviewed within approximately 2 weeks (working days).

MODEL HOMES SALES COMPLEX PROCESS



MODEL HOME SALES COMPLEX CONTENT AND SUBMISSION REQUIREMENTS

1. Project Narrative:

- Describe number of lots included in the model home complex for model homes, parking, sales or construction trailer
- Describe number of lots within subdivision for model homes
- Describe intended use of each model home if used for a sales office, construction office, or design center
- Note intended duration for use of the sales or construction trailer
- Note hours of operation if a generator is used for the trailers
- Describe dust-proofing methods for parking spaces

2. Model Home Complex Site Plan:

- Vicinity Map
- Subdivision project name on final plat
- Street names
- Provide property dimensions, adjacent streets, property lines, driveways, temporary sales trailers, etc
- Provide dimensions of sales trailer or model home complex (lot and house dimensions)
- Location of model home lots, parking areas and sidewalks noting compliance with ADA
- Location of sales or construction trailer, if applicable
- Location of paved street, pedestrian ways, and ADA access routes including slopes from parking areas to the sales office
- Location of walls, lighting, and signage
- Location of signage, temporary signs (attention flags), flag poles, and include height, dimensions, and anchoring.

**TEMPORARY USE PERMIT
MODEL HOME COMPLEX APPLICATION**

APPLICANT: _____

ADDRESS: _____

PHONE: _____ EMAIL : _____

LOCAL CONTACT PERSON & PHONE: _____

AGENCY/BUSINESS: _____

LOCATION OF EVENT: _____

DESCRIPTION OF EVENT: _____

This Temporary Use Permit is granted according to the provisions of the Casa Grande Municipal Code, Chapter 17.68, Article IV, Temporary Use Permit. The applicant hereby agrees to comply with all other provisions of said Chapter, and the Conditions listed below.

CONDITIONS (in addition to the guidelines listed on the back):

1. Fee (<http://casagrandeaz.gov/web/guest/feeschedule>)
2. Don't block fire lanes, pedestrian or vehicular access.
3. Don't interfere with the general health, safety, or welfare of the community.
4. Other (hours of operation, dates, etc.):

Applicant's Signature

Fee: \$ _____

Granted By: _____ Date _____

cc: Development Center (BUILDING), Fire Department, Police Department

STANDARD NOTES FOR MODEL HOME COMPLEX

1. This project must comply with all conditions approved through Zoning, Design Review and Final Plat approval.
2. Other amenities with electrical components are permitted and inspected under separate building permits.
3. Undeveloped lots must be dust proofed if used.
4. The following items shall be in place prior to occupancy:
 - a. **Permanent water supply with a fire hydrant located within 500' feet of the structures, as the hose lies.**
 - b. Paved or other approved driving surfaces and turn-arounds.
 - c. Access Roads shall have an **unobstructed width of not less than 20' feet.**
 - d. Surface of road shall a minimum **of 4" abc or decomposed granite**
 - e. Permanent street signage.
 - f. Permanent building addresses attached to the structures.
5. When the sales office use is terminated, all model complex units shall be converted to residential occupancy standards, all exterior improvements unique to the complex removed, all signage removed and a final inspection completed on all model complex units prior to residential occupancy of the sales office unit.
6. Model home attention flags may be displayed to advertise model homes or a new subdivision subject to the following restrictions:
 - a. Attention flags may only be displayed in a subdivision where the City zoning administrator has granted a temporary use permit for a Model home complex or a subdivision sales office.
 - b. Attention flags shall not exceed eight (8) square feet in size.
 - c. Attention flags may not be displayed more than twenty (20) feet above the adjacent ground level.
 - d. Attention flags shall not be illuminated.
 - e. The maximum number of attention flags permitted shall be limited as follows:

<u>Number of Model Homes in Subdivision</u>	<u>Maximum Number of Attention Flags.</u>
0-2	6
3	9
4 or more	12
7. All attention flags shall be removed from the subdivision when 95 percent of the lots in the subdivision are sold or when the temporary use permit for the subdivision sales office expires, whichever occurs first.
8. No lettering, logos or copy of any kind is permitted on any attention flag.
9. Flags of the United States and the State of Arizona that are subject to the provisions of this sign code may be flown at a subdivision sales office subject to the following restrictions:
 - a. One United States flag and one Arizona State flag may be flown

from a single flagpole not exceeding sixty (60) feet in height. The flagpole must comply with all Building permit requirements.

- b. The subdivision sales office at which the National and State flags are flown must have a valid temporary use permit.
- c. The maximum combined vertical dimension of all flags flown from a flagpole permitted under this subsection shall not exceed twenty-five (25) percent of the height of the flagpole.
- d. Any flagpole permitted under this subsection must be removed when 95 percent of the lots in the subdivision are sold or when the temporary use permit for the subdivision sales office expires, whichever occurs first.

Model Home Sales Complex Checklist

REQUIRED MATERIALS:

Applicant
Checklist

Staff
Verifications

Application

Fee

Project Narrative (5 copies)

Site Plan including all lots in complex

5 copies-Blueline or blackline prints 24"x36" folded to
approximately 9"x12" and 1 copy 11"x17"folded.....