



This form outlines all requirements for obtaining a Subdivision Model Home Complex/Sales Office Plan approval. For further information regarding the Subdivision Model Home Complex/Sales Office Checklist contact the Planning & Development Department at 200 West Washington Street, 2nd Floor, Counter 6, Phoenix, AZ 85003-1611 or call 602.262.7811.

PREREQUISITES FOR SUBMITTAL

- Preliminary Site Plan/Plat approval;
- Grading and Drainage Plan approval

PREREQUISITES FOR BUILDING PERMIT ISSUANCE

- Design Review Agreement shall be completed and signed off by subdivision planner if applicable;
- Street addresses must have been assigned to the lots or units containing model homes; contact P&D Addressing Services, Counter 7, 2nd Floor, City Hall, 602.256.3127;
- Standard plans for the models must be approved.

PREREQUISITES FOR VERTICAL CONSTRUCTION TO COMMENCE

- The construction phase of the subdivision containing the Subdivision Model Home Complex/Sales Office Plan must have interim acceptance of water, sewer, and grading;
- The Fire Department must grant approval of the access proposed to Subdivision Model Home Complex/Sales Office Plan;
- There must be an approved water source for the Subdivision Model Home Complex/Sales Office Plan;
- Building permits must be issued.

SUBDIVISION MODEL HOME COMPLEX/SALES OFFICE SUBMITTAL REQUIREMENTS

- A fee in accordance to the fee schedule is required;
- Four (4) copies of the Subdivision Model Home Complex/Sales Office Plan (24" x 36" maximum).

REQUIRED ON SUBDIVISION MODEL HOME COMPLEX/SALES OFFICE PLANS

- Name, address, telephone number, and fax number of the home builder/contractor whose approved standard plans are being used for this development;
- Provide a 2" high x 5" wide space in the lower right corner of the sheet for the approval stamp;
- Provide the following table, complete with relevant project numbers, in the lower right corner of the sheet:

SITE DATA	
PROJECT NUMBER	
SDEV NUMBER	
MODEL HOME COMPLEX NUMBER	
QUARTER SECTION NUMBER	
ZONING DISTRICT	
ZONING CASE NUMBER	
USE PERMIT CASE NUMBER	

- [] Scale (engineering scale required; 1" = 20'-0" minimum);
- [] Vicinity map with a north arrow; Key map, with a north arrow, showing the location (shade the lots or units) of the model homes, construction trailers and parking area within the overall subdivision;
- [] Subdivision legal description if recorded (i.e., Green Acres Subdivision per Book 100 Page 100 M.C.R.);
- [] Specify all lot numbers and the total number of lots or units owned and being sold through this model home complex;
- [] Subdivision lot numbers for the lots or units containing model homes and parking;
- [] Street addresses for the lots or units containing models;
- [] Show the footprint of the homes, the building setback lines, and the dimensions of each lot and unit in the model home complex;
- [] Location and sq. ft. of the sales office within the model home;
- [] Street names and improvements surrounding the models (i.e., the dimension from the centerline of the street to the property line, the sidewalk width, the dimension from the back of the sidewalk to the vertically opening garage door);
- [] Show the nearest existing fire hydrant, it must be within 350' of the most remote part of the complex (measured as the fire hose is extended from the hydrant to the most remote part of the complex). Add note that the fire hydrant will be pressurized prior to any vertical construction;
- [] Dimension the parking spaces (9.5'W x 19'L), maneuvering area (24' aisle & driveway width), and visibility triangles on corner lots or units (33' x 33') and on either side of the parking lot driveway (10' x 20');
- [] One (1) asphalt or concrete accessible parking space not less than eleven (11) feet in width with an adjacent asphalt or concrete access aisle not less than five (5) feet in width (minimum overall parking space and access aisle to be 16'W x 19'L);
- [] An accessible route from the parking spaces to the sales office (surface materials must meet ADA standards);
- [] Show the type of dustproofing (asphalt, concrete, or decomposed granite-1/4" or greater with binding material indicated and a depth of granite of no less than three (3) inches);
- [] Show the type and location of parking barriers around the entire dustproofed parking area including the driveway to the street (i.e., curbing, railroad ties, and pre-cast bumper curbs);
- [] Add note that the parking area will not be removed or redeveloped until the sales office has been vacated.
- [] Show the location of Model Home trap fences, if proposed. Fences are not allowed in the public right of way and must not obstruct circulation on private access ways;
- [] Provide the following table, complete with relevant data, on the sheet:

LOT DATA			
ZONING DISTRICT	# OF LOTS OR UNITS	MAXIMUM LOT COVERAGE ____ SQ. FT. (PER PRELIMINARY APPROVAL)	
LOT NUMBER			
ADDRESS			
USE [] PARKING [] MODEL HOME [] SALES OFFICE			
PAD ELEVATION			
FINISHED FLOOR ELEVATION (must match approved G & D plan)			
HOME BUILDERS PLAN NUMBER			
COP STANDARD PLAN NUMBER (OPTIONAL)			
LOT AREA SQUARE FOOTAGE			
BUILDING SQUARE FOOTAGE 1 ST FL ENCLOSED AREA			
1 ST FL FOOTPRINT AREA			

- One (1) accessible toilet room with accessible route is to be provided as part of the Model Home Complex. (Building Code Section 1109);
- A no-step route per Phoenix Construction Code (R320.2) from the sales office to at least one model (route may use the existing sidewalk along the street). If the sidewalk is fenced off, a temporary walkway per Phoenix Construction Code must be provided to at least one model. Provide a detail.

Phoenix Construction Code R320.2 Dwellings:

Residential single-family dwellings, as part of a model home complex, as described in the Phoenix Zoning Ordinance, shall have a route of travel as described herein. The route of travel shall be a continuous no-step path connecting each subdivision sales office or public way to the primary entry.

The route of travel shall conform to the following requirements:

1. The running slope shall not exceed 1:20;
2. Routes of travel complying with this section are not required to have handrails;
3. The route of travel shall be a firm, stable, and slip resistant surface for a minimum width of 36 inches continuous and clear for a height of 7 feet above the route;
4. The entry to the model home shall have maneuvering space of a minimum of 48 inches by 48 inches on the exterior side of the door;
5. The threshold at the entry shall not exceed ½ inch;
6. The no step entry shall be identified by readily viewable signage.

SPECIAL CASES:

Subdivision Model Home Complex/Sales Office Permits before final subdivision plat recording:

1. The complex will be in a subdivision owned by or held in trust for the subdivision developer requesting a building permit (ZO Section 608.C.3.a);
2. Contact the Subdivision Team Leader for approval to assign addresses for permit issuance.

Subdivision Model Home Complex/Sales Office Permits before street addresses have been assigned:

1. Contact the Subdivision Team Leader for approval to assign addresses for permit issuance.

Subdivision Model Home Complex/Sales Office Permits before Design Review Agreement is complete:

1. Contact the Subdivision Team Leader and/or assigned Site Plan Reviewer for approval to release a Subdivision Model Home Complex/Sales Office before Single-Family Design Review Diversity Exhibit approval.

Use Permit approval is required through the Planning Department for:

1. Authorization to extend model home approval beyond the thirty-six (36) month time limit (ZO Section 608.C.3.c);
2. Model homes to be used as off-site models (ZO Section 608.C.3.d);
3. Additional model home complexes, if zoning ordinance standards cannot be met (ZO Section 608.C.3.g);
4. Construction trailers when not approved with model homes (ZO Section 608.C.2).

Zoning Administrator/Variance approval is required through the Planning Department for:

1. More than one (1) sales trailer per subdivision (ZO Section 608.C.3.f.1);
2. Dustproofing other than asphalt, concrete, or decomposed granite-1/4" or greater with binding material with a minimum three (3) inches depth of granite.

Use permit and variance information and applications may be obtained from the Planning & Development Department, 200 West Washington Street, 2nd floor, Phoenix, AZ 85003-1611, (602) 262-7131.

ADVISORY INFORMATION:

1. The complex will be permitted for a period not to exceed thirty-six (36) months from the date of approval of the model home plan (ZO Section 608.C.3.b);
2. The sales office must be removed and the model homes must be discontinued according to the Zoning Ordinance (ZO Section 608.C.3.d);
3. Where there are multiple builders more than one (1) model home complex may be permitted (ZO Section 608.C.3.h) if:
 - a) not more than 6% of the lots in the subdivision or two (2) lots, whichever is greater, are used for model homes
 - b) the complexes are within four hundred (400) feet of a major or collector street;
 - c) off-street parking and circulation are dust free as approved by P&D (ZO Section 202);
 - d) lighting is limited to security lighting of the model home complex.
4. Construction trailers are permitted with model homes when:
 - a) it is placed on a lot that does not abut, join at the corners, or is across a street/alley from an existing dwelling unit or one under construction, unless written agreement to the placement is given by the owner or occupant of the affected property (ZO Section 608.C.2.a);
 - b) a six (6) foot high solid fence or masonry wall must screen all outside storage. No construction vehicles or machinery will be placed within ten (10) feet of the screen fence or wall (ZO Section 608.C.2.b);
 - c) all signs on the facility comply with ZO Section 705 (Signs);
 - d) all facilities and storage are removed within three (3) months of the closure of the model homes ZO Section 608.C.2.d).

ADDITIONAL INFORMATION:

1. Additional information regarding the Subdivision Model Home Complex/Sales Office Plan Checklist can be obtained from the Planning & Development Department Counter #6, (602) 262-7131, <http://phoenix.gov/DEVSERV>
2. Additional information regarding building permits can be obtained from Planning & Development Department Counter #4.
3. Additional information on a wide range of Planning & Development Department related topics can be found on our website at: www.phoenix.gov/devserv
4. Subdivision sale and model home signs. Subdivision sale signs, open house directional signs, off-site subdivision directional signs, and model home signs are permitted in the RE-43, RE-35, RE-24, R1-18, R1-14, R1-10, R1-8, R1-6, R-2, R-3, R-3A, R-4, R-4A, R-5, P.A.D.-1 through 15, R-O and C-O zoning districts subject to the restrictions in Section 705 of the city of Phoenix Zoning Ordinance.
5. Model home signs. Each model home lot or dwelling may have fifteen square feet of signage. No permit is required for any non-illuminated ground sign under three feet in height or any non-illuminated wall sign under eight feet in height. Two flags as permitted in Section 705 of the city of Phoenix Zoning Ordinance may be located on each of the model home lots. Additional information regarding signs can be obtained from Planning & Development Department Counter #3.