

REQUIRED ATTACHMENTS FOR MODEL HOME APPLICATION

It is the policy of the Planning Department to review all applications at the time of submittal. If all of the below required attachments are not included with the application, the application will not be accepted for processing. Please check the below list prior to submitting your application.

Upon acceptance of the application, a completeness review will be completed within 30 days.

MODEL HOME APPLICATION

1. **PLAN SET, INCLUDING VICINITY MAP:** **3 COPIES (FULL SIZE 11X17)**

PLAN SET FOR A MODEL HOME APPLICATION INCLUDE:

- a. PROPOSED DEVELOPMENT PLAN
 - SETBACKS FROM PROPERTY LINE TO FOUNDATION
 - LOCATION OF PARKING – MINIMUM OF FOUR (4) PARKING SPACES
 - LOCATION OF EMERGENCY VEHICLE ACCESS
 - LOCATION OF WATER SUPPLY FOR FIRE FIGHTING
 - LOCATION OF PUBLIC AND PRIVATE UTILITIES
- b. AREA ELEVATIONS

2. **NARRATIVE:** **3 COPIES**

NARRATIVE CRITERIA FOR A MODEL HOME APPLICATION INCLUDES CONFORMANCE WITH LDC SECTION 16.44.030.C. PLEASE ADDRESS EACH APPLICABLE CRITERION WITHIN YOUR NARRATIVE. See Attached Code Section 16.44.030

Approval Criteria.

A model home may be constructed and occupied only for the purpose set forth in this chapter and consistent with its definitions prior to final plat recording and subject to the following approval criteria:

1. The lot and home foundation for the proposed model home must be surveyed by a person who is registered in Oregon as a land surveyor and holds a valid certificate consistent with state law. The surveys must establish the location of the model home structure consistent with the dimensional requirements of the underlying development district pursuant to Articles 16.2 and 16.3 or as otherwise provided in this title.
2. The proposed model home shall be in compliance with all applicable dimensional requirements including, but not limited to, maximum height, maximum lot coverage, minimum setbacks and minimum lot size.
3. Adequate parking shall be available to serve the model home site. No model home may be occupied where on-street parking is not available on a public right-of-way or private street that is immediately adjacent to the lot. Where adjacent on-street parking is inadequate, additional temporary off-street parking may be required. Temporary off-street parking must be removed and adequate landscaping installed consistent with this title prior to any sale of the model home or lot. At least four parking spaces shall be provided for each model home.
4. Adequate emergency vehicle access shall be provided to each model home lot, as approved by the City Public Works Director.
5. Adequate water supply for fire fighting, as approved by the City Public Works Director, shall be provided to each model home lot prior to installation of combustible materials.
6. All required public and private utilities within the public right-of-way or private street shall be installed prior to occupancy of the model home. All utility installation must be inspected and approved by the City consistent with this title. This provision is in addition to any other requirements for public utility improvements as may be provided in this title or other applicable law.
7. The number of model homes in a residential subdivision may be allowed as follows:
 - a. Between one and fifty (50) residential lots, two model homes;
 - b. Between fifty-one (51) and one hundred (100) residential lots, three model homes;

- c. Between one hundred one (101) and one hundred ninety-nine (199) residential lots, six model homes;
- d. Two hundred (200) or more residential lots, eight model homes.

- 8. If more than one model home is proposed, the lots on which the model homes are to be located shall be contiguous to one another and within the first phase of development.
- 9. No variances under Chapter 16.71 shall be permitted to accommodate the model home.