

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

MODEL HOME BUILDING PERMITS ISSUANCE POLICY

Effective Date: 5/13/1997

Resolution 97-28

PURPOSE

To provide a policy establishing guidelines for model homes, and outlining the requirements for town approval for construction and use of model homes.

INTRODUCTION

An issue has been raised that for efficiency reasons, construction of model homes and subdivisions' improvements can be accomplished simultaneously. This council policy allows for these activities to occur simultaneously provided that specific guidelines and other regulations covered in this policy are met.

Additionally, it should be noted that by town ordinance, tract home model offices currently require conditional use permits in the R-1 Zoning District outside of the Master Plan Area.

This policy shall be implemented by its inclusion in subdivision improvement agreements as applied by the town attorney.

Definition: A model home or model home complex is one or more dwelling units or one temporary trailer temporarily used for display purposes as an example of dwelling units available or to be available for sale or rental for the first time in a particular subdivision or residential development which may be comprised of single detached, semi-detached, or multiple unit dwellings, or a combination thereof. It also includes one sales office and associated parking.

POLICY

Prior to completion of the subdivision improvements, model home permits will only be issued under the following conditions and standards:

1. A paved off-street parking lot including two (2) spaces per model home unit, handicapped parking consistent with Title 24 of the Uniform Building Code, and landscaping shall be provided. On-street parking may be utilized where it is demonstrated that two (2) spaces per model home can be accommodated immediately in front of the model home complex; no parking spaces will be located in front of an occupied residence; and handicapped accessibility to the sales office, consistent with Title 24 of the Uniform Building Code, can be maintained.
2. Individual utility connections to each model home unit shall be provided.
3. The model home sales office, any arbor not meeting standard setback requirements and any off-street parking shall be converted back to residential use and/or removed prior to the issuance of the Final Occupancy Permit or within fourteen (14) days from the sale of the last lot in the subdivision, whichever occurs first.

4. Landscape and irrigation plans shall be reviewed as part of the model home complex permit and all model home complex landscaping shall comply with the Water Efficient Landscape Requirements (WELR). No irrigation shall cross property lines.
5. The model home complex is approved for sales of units within the subdivision in which the complex is located only.
6. If a temporary sales trailer is used, it shall be handicap accessible and shall have an attractive screen skirt around the base prior to its use.
7. Use of the temporary sales trailer shall not begin until the parking area has been improved and landscaping installed.
8. The temporary sales trailer shall be removed within seven (7) days of the issuance of the temporary final for the model homes.
9. The temporary sales trailer shall comply with the Building Code requirements for restroom facilities for a work place with employees.
10. Other conditions deemed necessary by the Planning Director may be added for the protection of the public health, safety, and general welfare of persons residing or working in the neighborhood.
11. The subdivision developer and house builder must be the same.
12. The subdivision final map must be recorded.
13. The subdivision grading must be completed.
14. Construction of all underground improvements in front of the model homes must be completed.
15. The water system must be completed and in service so that fire hydrants are accessible, and a fire plan must be completed and submitted.
16. In all weather access for fire equipment must be provided and maintained to the satisfaction of the Fire Department.
17. Model home sign permits will only be issued after all subdivision improvements are completed and accepted by the town.
18. Model home permits will only be finale and allowed to open to the public after all subdivision improvements area completed and accepted by the town.