## **Model Home Complex Application Checklist**

| The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.   |
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| One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:  1. Owner Authorization Letter [MHC-OA.PDF]  2. Completed Application Checklist [MHC-CKLST.PDF]  3. Narrative [MHC-NARR.PDF]  4. Site Plan Drawing [MHC-SP.PDF]  5. Landscaping Plan [MHC-LP.PDF]  6. Final Plat [MHC-FP.PDF]  |
| Two (2) copies of a Project Narrative providing a description of what is being proposed on the property.  |
| <ul> <li>Two (2) copies of a Site Plan drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) that demonstrates compliance with applicable development standards, and includes the following: <ol> <li>Project Name;</li> <li>Address, parcel numbers, and lot numbers for model home complex;</li> <li>Name and Address of Owner/Developer;</li> <li>Name and Address of Technical Registrant that prepared the site plan;</li> <li>Boundary of the property (dimensioned);</li> <li>Scale of drawing noted, with such scale no greater than 1 inch = 100 feet and no less than 1 inch = 60 feet. A site plan drawn to a scale of 1 inch = 50 feet may be submitted if the site is 10 acres or less in size;</li> <li>North arrow noted on the site plan, with all related drawings being oriented in the same direction with north at the top (36 inch side) or right side of the sheet;</li> </ol> </li> </ul> |

as the site plan (not to scale);
9. Provide a legend with appropriate abbreviation and drawing symbol explanations;

8. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction

- 10. Layout of the model home complex;
- 11. Identifies plan and elevation of each proposed model;
- 12. Identifies all building setbacks;
- 13. Location of trap fence;
- 14. Adjacent roadways and curbing;
- 15. Sidewalks and walking areas;
- 16. Parking areas including one (1) ADA compliant parking space;
- 17. Handicap accessible restroom facilities;

- 18. Identifies dust-free parking surface;
- 19. ]Lot numbers and addresses of each model;
- 20. Adjacent lots;
- 21. Single/two story homes called out on plans; and,
- 22. Street names.
- Two (2) copies of a Landscaping Plan (may be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) that demonstrates compliance with applicable design standards and includes the following:
  - 1. Layout of the model home complex;
  - 2. The location and identification of all proposed landscape areas on the site;
  - 3. Proposed landscaping including botanical and common names and total number of each plant/tree;
  - 4. Provide a legend with appropriate abbreviation and drawing symbol explanations;
  - 5. Location of trap fence (the trap fence should not be connected to any sidewalk);
  - 6. Handicap accessibility;
  - 7. Landscape lighting (if applicable);
  - 8. Lot numbers and addresses of each model; and,
  - 9. Parking areas.
- Two (2) copies of documentation demonstrating Final Plat Approval and Recordation. If a final plat is being processed concurrently any model home complex application approval will be conditioned upon final plat recordation.

Application Fees: \$550