



## MODEL HOME PERMIT SUBMITTAL REQUIREMENTS

### **A. ITEMS REQUIRED FOR FILING:**

- 1. Completed Application Form.
- 2. Processing fee of \$1,375.00
- 3. Scanning fee of \$47.00.
- 4. Ten (10) full size (24"x36") copies of the site plan and office floor plan drawn to scale depicting the following items:
  - a. Model complex showing tract number
  - b. Trap fencing
  - c. Parking
  - d. Signs
  - e. Flags
  - f. Landscaping
- 5. One 8.5"x11" exhibit of the entire tract highlighting model complex location.
- 6. One 8.5"x11" reduced copies of all exhibits itemized in Item #4.
- 7. List of temporary improvements.
- 8. A prepared Non-Residential Agreement must be signed by the applicant at the Board of Zoning Adjustment Meeting.
- 9. A letter signed and dated by the applicant addressing the scope of the project.
- 10. Proof of ownership (i.e.: Latest Grant Deed).
- 11. Letter of authorization from the property owner if different than applicant.
- 12. Submit one (1) CD containing the following information organized in the following folders:
  - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
  - b. Technical/Environmental Studies if applicable.
  - c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

### **B. NOTICE TO APPLICANTS:**

- 1. This application is acted on by the Board of Zoning Adjustment per Corona Municipal Code Chapter 17.98.
- 2. It is recommended that applicant, representative or property owner should be present at all hearings.
- 3. All correspondence and reports will be mailed to the project proponent only.
- 4. All plans and maps submitted shall be folded to a maximum size of 8" x 14" with the title block visible.
- 5. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.

### **C. ATTACHMENTS:**

- 1. CMC Chapter 16.30 and Section 17.98.040.