



MODEL HOME PERMIT SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing fee of \$1,140.00
- 3. Scanning fee of \$47.00.
- 4. Ten (10) full size (24"x36" folded to 8.5"x14") 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, list of temporary improvements, letter describing the scope of the project, proof of ownership (grant deed), letter of authorization from property owner, etc.
 - b. Plans: Site plan of the entire project site, site plan of the model home complex, floor plan of the sales office and model homes, conceptual landscape plan of the model home complex, architectural elevation plans and renderings, temporary model home signage plan, model home flags plan, etc.

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.

Revised 1/1/19