



This form outlines all requirements for obtaining a Model Home/Subdivision Sales Office Complex Plan approval. For further information regarding the Model Home Checklist contact the Planning & Development Department (P&D) at 200 West Washington Street, 2nd Floor, Counter 6, Phoenix, AZ 85003-1611 or call 602.262.7811.

Modular subdivision sales offices are permitted for a period not to exceed thirty-six (36) months from the approval of the sales office.

SUBMITTAL REQUIREMENTS

Before submittal of a model home office construction plan for a building permit, the following must be submitted to P&D, Counter 6 for a Modular Subdivision Sales Office Plan approval;

- [] A fee in accordance to the fee schedule is required;
- [] Four (4) copies of the Model Home/Subdivision Sales Office Complex plan on one sheet (24" x 36" maximum);
- [] Name, address, telephone number, and fax number of the home builder contractor whose approved standard plans are being used for this development;
- [] Provide a 2" high x 5" wide space in the lower right corner of the sheet for the approval stamp;
- [] Provide project numbers in the lower right corner of the sheet:

SITE DATA	
PROJECT NUMBER	
SDEV NUMBER	
MODEL HOME COMPLEX NUMBER	
QUARTER SECTION NUMBER	
ZONING DISTRICT	
REZONING APPLICATION NUMBER	
USE PERMIT APPLICATION	

- [] Scale (engineering scale required; 1" = 20'-0" minimum);
- [] Vicinity map with a north arrow; Key map, with a north arrow, showing the location (shade the lots or units) of the model homes and parking within the overall subdivision;
- [] Subdivision legal description if recorded (i.e., Green Acres Subdivision per Book 100 Page 100 M.C.R.);
- [] Specify all lot numbers and the total number of lots or units owned and being sold through this model home complex;
- [] Subdivision lot numbers for the lots or units containing model homes and parking;
- [] Street addresses for the lots or units containing model homes (contact Addressing Services) of P&D 2nd Floor, Counter 7, City Hall, 602.256.3127;
- [] Show the location of the homes, the required building setback lines, and the dimensions of each lot or unit in the model home complex;
- [] Design Review Agreement shall be completed and signed off by subdivision planner if applicable.
- [] Model Home options shall be created at the Residential Counter prior to MDHM submittal.
- [] Street names and improvements surrounding the models (i.e., the dimension from the centerline of the street to the property line, the sidewalk width, the dimension from the back of the sidewalk to the vertically opening garage door);
- [] Show the nearest existing fire hydrant, must be within 350 feet of the most remote part of the complex, add note that the fire hydrant will be pressurized prior to any vertical construction;
- [] Driveway entrance, exit and sight visibility triangle at required locations;
- [] Location and sq. ft. of the sales office within the model home, if one is being used;

- [] Dimension the parking spaces (8.5'W x 19'L), maneuvering area (24' aisle & driveway width), and visibility triangle on corner lots or units (33' x 33');
- [] Show the type of dustproofing (asphalt, concrete, or decomposed granite-1/4" or greater with binding material indicated if depth of granite is less than three (3) inches);
- [] Show the type and location of parking barriers around the entire dustproofed parking area including the driveway to the street (i.e., curbing, railroad ties, pre-cast bumper curbs);
- [] Model Home trap fences are not allowed in the public right of way and must not obstruct circulation on private access ways.

ZONING DISTRICT	# OF LOTS OR UNITS OR UNITS	MAXIMUM LOT COVERAGE ____ SQ. FT. (PER PRE-LIMINARY APPROVAL)	
LOT NUMBER			
ADDRESS			
USE			
PAD ELEVATION			
FINISHED FLOOR ELEVATION			
HOME BUILDERS PLAN NUMBER			
CITY OF PHOENIX STANDARD PLAN NUMBER			
LOT AREA SQUARE FOOTAGE			
BUILDING SQUARE FOOTAGE			
1 ST FL ENCLOSED AREA			
1 ST FL FOOTPRINT AREA			

Show Americans with Disabilities Act (ADA) and related items:

- [] One (1) asphalt or concrete accessible parking space not less than eleven (11) feet in width and have an adjacent asphalt or concrete access aisle not less than five (5) feet in width (minimum overall parking space and access aisle to be 16'W x 19'L);
- [] An accessible route from the parking spaces to the sales office (surface materials must meet ADA standards);
- [] A no-step route per Phoenix Construction Code (R322.2.1) from the sales office to at least one model (route may use the existing sidewalk along the street). If the sidewalk is fenced off, a temporary walkway per Phoenix Construction Code must be provided to at least one model.

Building Code Requirements

- [] One (1) accessible bathroom with accessible route is to be provided as part of the Model Home Complex (Building Code Section 1110);
- [] At least one (1) model home as part of the Model Home Complex shall have a no-step entrance (Phoenix Construction Code R322.2.1). Provide a detail;

R322.2.2 Dwellings: Group R, Division 3 Occupancies containing not more than two dwelling units and part of the Model Home Complex shall be served by a route of travel as described herein. The route shall be a continuous no-step path connecting each subdivision sales office or public right of way to the primary entry.

The route of travel shall conform to the following requirements:

1. The running slope shall not exceed 1:12.
2. Routes of travel complying with this section are not required to have handrails.
3. The entry to the model home shall have maneuvering space of a minimum of 48 inches by 48 inches on the exterior side of the door.
4. The threshold at the entry shall not exceed ½ inch.

5. The route of travel shall be a firm, stable, and slip resistant surface for a minimum width of 36 inches continuous and clear for a height of 7 feet above the route.
6. The no step entry shall be identified by readily viewable signage.
- [] Provide a detail of the ramp complying with CABO/ANSI A117.1 specifications;
- [] Utility service location, size of utility meters (water and electric);
- [] Show the location of the modular building and the required building setback lines on each lot with a trailer, (Location of unit on lot must meet 2024 IBC Table 705.5 for 'B' Occupancy and applicable construction type.
(B/V-B requiring 1-hour exterior walls when less than 10' from property line);
- [] Location of portable accessible bathroom OR provide floor plan of unit showing location of accessible bathroom facilities;
- [] PAD and Finished Floor Elevation (FFE) for each model home to four significant digits [xxxx.xx] as approved by P&D;

Note: If a generator is used in lieu of electrical utility service, please provide the following information:

1. Location of generator with screen wall for noise mitigation and location of panel on plans
2. Load calculations showing total load at panel and KWs for generator
3. One-line electrical diagram with the following:
 - a) Name, signature and license number of contractor
 - b) Grounding/bonding at generator and SES on trailer
 - c) Conduit size, type and location
 - d) Conductor type and size for ambient correction
4. Provide a letter from the serving electric company stating that power is not available to that site and when power is expected to be available.
5. Site Planning (counter 6) approval is required for the generator.

Sales Trailer/ Model Home in factory built buildings (6-36 months)

Factory built buildings permitted up to 36 months are subject to design review to provide consistency with the units in the subdivision (F.B.B. require State authorization for approval and permitting).