



This form outlines all requirements for obtaining Subdivision Sales Trailer approval. For further information regarding the Subdivision Sales Trailer Checklist contact the Planning & Development Department at 602-262-7811. Alternately, you may opt to use your SHAPE PHX portal account by selecting "Request" and request a meeting communication with staff by clicking on "New Request".

Subdivision sales offices in buildings other than model homes are allowed for a period not to exceed six (6) months.

SUBMITTAL REQUIREMENTS:

- ☐ A fee payment in accordance with the fee schedule
- ☐ (2) copies of a site plan showing the location of the sales trailer
- ☐ Name, address, telephone number, and if available, fax number of the home builder contractor
- ☐ Provide City of Phoenix project numbers in the lower right corner of the sheet

SITE DATA	
PROJECT NUMBER	
SDEV NUMBER	
QUARTER SECTION NUMBER	
ZONING DISTRICT	
SUBDIVISION LOT NUMBER(S)	
USE PERMIT APPLICATION	

- ☐ Show the location (shade the lots or units or location) of trailers on the key map
- ☐ Lot or unit address, lot or unit number, builder information and serial number of unit
- ☐ Name and dimension of all adjacent or on-site roadways, easements and alleys
- ☐ Show paved access to sales trailer (ADA standards)
- ☐ Show the type and location of parking barriers around the entire dustproofed parking and storage areas, including the driveway to the street (i.e.- curbing, railroad ties, pre-cast bumper curbs)
- ☐ Show the type of surface parking, dustproofing (asphalt, concrete, or decomposed granite – ¼" or greater with binding material indicated if depth of granite is less than (3) inches)
- ☐ Dimension the parking space (8.5'W x 19'L), maneuvering area (24' aisle & driveway width), and visibility triangle on corner lots or units (33' x 33'0)
- ☐ An accessible route from the parking spaces to the sales office (surface materials must meet ADA standards)
- ☐ (2) copies of approved preliminary subdivision plat or site plan showing:
 - o Trailer located adjacent to nearest existing paved street and within 350 feet of a fire hydrant, add note that the fire hydrant will be pressurized prior to any vertical construction
 - o Route of travel for fire department equipment
- ☐ Show the screening of outside areas on any lot with a construction trailer. (ZO Section 608.C.2.b); "all outside storage shall be screened by a six (6) foot high masonry wall. No construction vehicles or machinery will be placed within ten (10) feet of the screen wall." **[Note on plan if there will be no outdoor storage]**

BUILDING CODE REQUIREMENTS

- ☐ Location of portable accessible bathroom OR provide floor plan of unit showing location of accessible bathroom facilities
- ☐ Utility service location, size of utility meters (water and electric)
- ☐ Show the location of the trailer 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' occupancy, Type VB construction, requires 1-hour exterior walls when less than 10' from property line).

Sales trailer may straddle property line to accomplish the 10' setback

☐ (2) copies of ramp detail complying with ANSI A117.1 specifications

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 approval is required for the generator. If submitting as Electronic Plan Review via your SHAPE PHX portal account, the plans will be automatically routed to Site Planning for approval. If submitting paper plans, bring the paper plans to the Site Planning counter for approval.

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).

A Use Permit Approval is required through the Planning Department for construction trailers that are not approved in conjunction with model homes (ZO Section 608.C.2). Use permit information and applications may be obtained from the Planning Department, 200 W. Washington, 2nd floor.

NOTE:

If site lighting is provided, show lighting location on plot plan and include in load calculations for electrical service or generator.

TEMPORARY UTILITIES WILL NOT BE PERMITTED (NO GENERATOR AND NO PORTABLE TOILET) BEYOND 6 MONTHS FROM DATE OF CERTIFICATE OF OCCUPANCY. MODULAR UNIT MAY REMAIN ON SITE UP TO 6 MONTHS PER THE PHOENIX ZONING ORDINANCE.

Written agreement statement to the placement of a construction trailer that abuts, joins at the corners, or is across a street or alley from, an existing dwelling unit or one under construction.

I (property resident's name), the property resident at (property resident's address), Phoenix, Arizona acknowledge that (homebuilder's name) will be locating a construction trailer adjacent to my property. I have been informed where the trailer will be located on the property of (homebuilders name), and I agree to the location.

Signature

Date

EXAMPLE PLOT PLAN

