



PALMDALE
a place to call home

APPLICATION FOR TEMPORARY USE PERMIT (TUP) FOR ON-SITE MODEL HOME COMPLEXES, SALES/OFFICE TRAILERS, CONSTRUCTION TRAILERS, SECURITY PERSONNEL TRAILERS

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Case No.: _____

Date: _____

Received By: _____

INSTRUCTIONS TO APPLICANT:

The following application form is provided for all persons who propose to file a request with the City of Palmdale for the Temporary Use of an on-site model home complex, sales/office trailer, construction trailers, or living accommodations for security personnel as defined in the City of Palmdale Zoning Ordinance.

Please complete this form as prescribed, all information must be received and the fees paid before the application can be processed. The application is to be filed with the Planning Division at least sixty (60) days in advance of the proposed use.

SUBMITTAL CHECKLIST

**ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½" x 11" SIZE.
PLANS MAY ALSO BE PROVIDED ON 11" X 17" PAPER.**

- _____ The completed Application.
- _____ The original Owner's Authorization Letter and attached legal description of the property.
- _____ The original owner's statement indicating the limitations of the project approval are understood.
- _____ A vicinity map showing the existing major street patterns, railroads, and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½" by 11" paper.
- _____ 2 copies of the site plan. **NOTE: See attached requirements.**
- _____ 2 copies of the elevations. **NOTE: See attached requirements.**
- _____ 2 copies of the floor plans. **NOTE: See attached requirements.**
- _____ A photometric lighting plan (model home complexes only).
- _____ The site sign application and accompanying fees for model home complexes or sales trailers. **NOTE: See Sign application requirements.**

_____ 4 copies of the landscape and irrigation plans with a minimum 1 lot in Xeriscape (model home complexes and sales trailers). **NOTE: See Landscape Architect for requirements.**

_____ A copy of the approved SDP plans for all affected lots (Model Home Complexes only).

_____ A copy of the building permit for the project (Office and Security Personnel Trailers for commercial/industrial projects only).

_____ Before occupancy release, copies of encroachment permits, building permits, business license, and other required permits or licenses are required for TUP file.

_____ Fee Calculations: Base Fee: \$ _____
Computer Tracking Fee: \$ 10.00 _____
GIS Fee (5% of Base Fee): \$ _____
TOTAL FEES RECEIVED: \$ _____

Office/Sales Trailer

Security Personnel Trailer

Construction Trailer

In-tract Model Home Complex

Tentative Tract Map Number: _____

Location: _____
(Address if Available)

Location (Major Cross Streets):

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

Target date for project installation: _____

Target date for project removal: _____

House of operation will be from _____ a.m. to _____ p.m.

Description of project: _____

Existing Zoning: _____ Lot size: _____

Existing General Plan Designation: _____

Assessor's Parcel Number(s): _____

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

CONTACT PERSON:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

OWNER:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

ARCHITECT/ENGINEER/REPRESENTATIVE:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

**OWNER AUTHORIZATION LETTER
(TEMPORARY USE PERMITS ONLY)**

CASE NUMBER(S): _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

_____ Printed Name	_____ Signature	_____ Date
_____ Address (include City and State)		_____ Telephone
_____ Printed Name	_____ Signature	_____ Date
_____ Address (include City and State)		_____ Telephone

**INFORMATION REQUIRED FOR
MODEL HOMES COMPLEXES AND OFFICE / SALES / CONSTRUCTION TRAILERS**

A. SITE PLANS:

1. Title Block containing:
 - a. Name, address, and phone number of applicant and owner.
 - b. Name, address, and phone number of person preparing plan.
 - c. Address and/or location of project.

2. Legend containing:
 - a. The Assessor's Parcel Number (APN).
 - b. Scale.
 - c. A legal description of the property sufficient to locate the property.
 - d. Existing zoning and General Plan designations.
 - e. Date of plan preparation.
 - f. Statement indicating gross and net acreage or square footage of property.
 - g. Gross square footage of structure(s) (existing and proposed).
 - h. Lot coverage (area of site covered by structures) expressed as percentage of site.
 - i. Square footage of backyard (existing and proposed); if slopes occupy a portion of the parcel, indicate the square footage of the usable area.
 - j. Type of building construction.
 - k. Type of building occupancy.

3. Plot Plan Showing:
 - a. North-arrow.
 - b. Boundaries - Existing lot lines.
 - c. Easements - Locations, dimensions, and type of all easements including fault setbacks.
 - d. Grades - Existing and proposed including building pad elevations, streets, adjacent grades within 100 feet of project boundary; show by contours at adequate intervals.
 - e. Structures - Locations, footprints, dimensions, distances between structures and property lines and use of existing and proposed structures. Show open stairways and other projections from exterior buildings walls, including entrances and exits.
 - f. Fences and Walls - Location, elevation, height, and composition of all existing and proposed walls, fences, trap fences, and retaining walls.
 - g. Signs and Flags - Location of all signs as flags as defined in the Sign Application required to accompany this TUP Application.
 - h. Circulation/Parking - Completely dimensioned layout of internal driveways, aisles, parking stalls, vehicle ingress and egress to site, and sidewalks or other pedestrian walkways, and handicapped access for the site conforming to Title 24 of the California Administrative Code.

- i. Streets - Location and cross-sections of existing and proposed rights-of-way, enriched parkways, left turn lanes, improvements (sidewalks, curbs, gutters, driveways, and landscaping), all completely dimensioned (on-site and off-site).
- j. Drainage Facilities - Location, type, and size (on-site and off-site). Show how project is to handle storm water and cross drainage to or from adjacent properties.
- k. Lighting - Location and size of all exterior lighting standards and devices.
- l. Refuse - Location of refuse disposal areas.
- m. Storage - Location of outside storage areas.
- n. Trees - Location, existing grade, circumference, area of dripline and species of all existing trees on site.
- o. Adjacency Items - All existing uses, structures, walls, fences, yards, drainage facilities, lighting, signs, parking, driveways, trees, and grades which may affect the construction of this project.
- p. Barriers - Location and dimensions of all wheel/bumper stops and concrete headers separating vehicular areas from landscaped areas.
- q. Hazards - The presence of an Alquist-Priolo Special Studies Zone or other geologic hazards zone on or within 50 feet of the site and the boundaries of structural setbacks required from active faults. The locations of all areas subject to inundation or flood hazard and the locations, width, and directions of flow of all watercourses and flood control areas within and adjacent to the property involved. Include Community Panel Number, date of most recent revision per Flood Insurance Rate (FIRM) Map, and the method for handling storm waters. Location of existing and proposed water wells, sumps, cesspools, sewers, culverts, drain pipes, underground structures, or sand, gravel, or other excavations within the parcel, noting thereon whether or not they are to be abandoned, removed, or used. Indicate the method of connection to existing or proposed water lines, sanitary sewers, fire hydrants, and other utilities.

4. Vicinity Map:

- a. A Vicinity map of the area to be developed showing adjoining projects, creeks, railroads, major cross streets, and other data sufficient to locate the proposed project in relationship to the surrounding community.

B. BUILDING ELEVATIONS:

- 1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from grade to the highest point of construction.
- 2. Architectural elevations of each exposure (front, rear, both sides) of each building or structure type:
 - a. Rooftop equipment shall not be allowed on new structures.
 - b. Show adjacent structures on street elevation.

- c. Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations).
 - d. Label each elevation with a directional (north, south, etc.) orientation.
 - 3. Type of roof, window (reflectively), and wall materials (finished surface) to be used.
 - 4. Accurate color of materials (1 copy of typical elevation or perspective rendered in accurate color).
- C. TRAILER ELEVATIONS: The manufacturer's brochure may be used if the following elements are included:
 - 1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from grade to the highest pointy of construction.
 - 2. Architectural elevations of each exposure (front, rear, both sides) of each building or structure type:
 - a. Show rooftop equipment if applicable. Rooftop equipment shall not be allowed on new structures.
 - b. Show adjacent structures on street elevation.
 - c. Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations).
 - d. Label each elevation with a directional (north, south, etc.) orientation.
 - 3. Type of roof, window (reflectivity) and wall materials (finished surface) to be used.
 - 4. Accurate color of materials (1 copy of typical elevation or perspective rendered in accurate color).
- D. FLOOR PLANS:
 - 1. All room and area dimensions including existing rooms/areas adjacent to the proposed construction and overall dimensions.
 - 2. The proposed use of all rooms and areas identified and the amount of gross floor area for each proposed use.
 - 3. Provisions for accessibility to the physically disabled which are required by law for buildings and facilities to be used by the public.
 - 4. Statement indicating whether or not automatic fire sprinkler systems will be used in the structure.

**CONDITIONS OF APPROVAL
FOR
TEMPORARY USE PERMIT _____**

The following standards shall be adhered to for all on-site model home complexes, sales/office trailers, construction trailers, and security personnel trailers.

GENERAL CONDITIONS:

- 1 This approval shall become null and void and deposits may be forfeited if all conditions are not complied with. A one-year extension of time may be granted by the Planning Manager upon submittal of a formal application, required exhibits and appropriate fees in accordance with the City's Zoning Ordinance.
- 2 Upon expiration of this TUP, the sales office shall be terminated, the structure restored to a residential use and all appurtenant structures related to the model home complex removed or restored to conform to Zoning Ordinance requirements or Tract Conditions of Approval.
- 3 A cash deposit, letter of credit, or other approved security, shall be submitted to the City of Palmdale, in an amount established by the Building and Safety Official, to ensure the restoration of the sales office to a single family residence and the removal of parking facilities and other structures associated with the sales use.
- 4 The sales office shall be used only for transactions involving the sale, rent, or lease of lots and/or structures within the tract in which the sales office is located, contiguous tracts, or a planned community.
- 5 Street improvements and temporary off-street parking at a rate of two (2) spaces per model, or a minimum of six (6) spaces, whichever is greater, shall be constructed as approved by the City Engineer and Planning Manager, prior to commencement of sales activities or the display of model homes. Handicap parking shall be provided in accordance with the latest version of Title 24 of the California Code of Regulations and the Americans with Disabilities Act.
- 6 A minor modification application shall be required for patio covers, gazebos, and other above ground structures unless such additions have been included in the Subdivision Development Plan approval for each designated model home lot.
- 7 All fences proposed in conjunction with the model homes and sales office are to be located outside the public right-of-way, except as approved by the City Engineer. An Encroachment Permit will be required for any fence, access driveway, or structure proposed to be located within a public right-of-way. Prior

to issuance of a temporary Certificate of Occupancy to being the operating use of this model complex a copy of said encroachment permit for all approved driveways and/or fences or walls shown within the public right-of-way shall be submitted to the Planning Division, or these features shall be relocated onto private property.

- 8 Adequate paved access from a public right-of-way shall be provided to the model home complex and/or sales office. Handicap access shall be provided in accordance with the latest version of Title 24 of the California Code of Regulations and the Americans with Disabilities Act.
- 9 Flags, pennants, signs, or other on-site and off-site advertising shall be permitted and regulated pursuant to the applicable sections of Article 88. Prior to issuance of a temporary Certificate of Occupancy to begin the operating use of this model complex a copy of said sign permit(s) shall be submitted to the Planning Division. The ongoing operation of this use shall be contingent on adherence to the Sign Ordinance.
- 10 No storage of construction materials, equipment, or any other object that might be considered a hazard shall be permitted in the Model Home Complex area.
- 11 All model home lots shall be fully landscaped in conformance with Ordinance U-992, with at least one model demonstrating Xeriscape, to produce a pleasing aesthetic environment.
- 12 All model home lots shall be provided with individual irrigation systems.
- 13 A City business license is required to operate a sales office. Commencement of sales operations in this model home complex shall be contingent upon receipt of a copy of said business license.