



## Temporary Use Permit Model Home or Sales Office

### Submittal Checklist

#### General Requirements

- |                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Site Plan                             |
| <input type="checkbox"/> | Project justification and description |
| <input type="checkbox"/> | Owner's Authorization                 |

### Plan Contents

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected.

#### Plan Contents

Include the details below on a site plan.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Legend Information:   |
| <input type="checkbox"/> | o Indication of standardized scale, both fractional and bar (i.e. 1" = 20')                   |
| <input type="checkbox"/> | o North arrow   |
| <input type="checkbox"/> | o Address of property   |
| <input type="checkbox"/> | o Contact information for applicant (name, address, email and phone number)                   |
| <input type="checkbox"/> | Drawing information:  |
| <input type="checkbox"/> | o Property lines and dimensions   |
| <input type="checkbox"/> | o Location and dimension of existing structures and fences.                                   |
| <input type="checkbox"/> | o Location, type, dimension and setbacks of all proposed temporary use structures             |
| <input type="checkbox"/> | o Location, number and size of proposed parking spaces for Temporary Use and for existing use |
| <input type="checkbox"/> | o Landscaping Plan (modular buildings only)   |
| <input type="checkbox"/> | o Elevation drawing (modular buildings only)  |
| <input type="checkbox"/> | o Location and names of all adjacent rights-of-way  |
| <input type="checkbox"/> | o Location, type, dimension and size of existing and/or proposed signs                        |