



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2011- 09

Supersedes:

Effective: Immediately

Initiator: Tom Ewers *TE*

Director: Joy Rich *JR*

PURPOSE: To clarify plan review and permit requirements for model home complexes and associated parking, offices and related temporary improvements.

APPLICABILITY: Any residential model home complex in an approved subdivision.

REFERENCES:

1. Maricopa County Zoning Ordinance Sections:
 - a. 501.2.26 and 601.2.19 – Model Home Sales Complexes
 - b. 501.2.19 and 601.2.12 – Fences
 - c. 1102 – Parking Requirements
 - d. 1205 – Drainage Regulations
2. Maricopa County Building Codes

POLICY/PROCEDURES:

1. Before any permits may be issued for a Model Home Sales Complex, the relevant Subdivision Final Plat must be approved and recorded and the Subdivision Infrastructure Permit must be issued and valid.
2. Each of the residential production homes that will comprise the complex must be permitted and receive final building safety inspection approval. To apply for the production home permits, seven copies of site plans for each home / lot are required.
3. A grading infrastructure permit is required for the complex. Again, seven copies of a detailed site plan is required for the complex. The plan must delineate all lots and structures in the complex including parking, handicapped requirements, lot dimensions, setbacks, driveways, flagpoles, pools, trap fences, signage, and any other pertinent details as required for a building permit.
4. A commercial alteration or remodel permit is required for those structures in which the garage will be converted into a sales or construction office. To apply, seven copies of the site plans and three copies of related building or construction plans are required.
5. The commercial alteration or remodel permit may be applied jointly with the production home(s) or when the infrastructure permit is submitted for the complex. However, occupancy will not be authorized until final building safety inspection approval for all three permits.
6. Timing – Order of Permits
 - a. Subdivision Final Plat approved and recorded.
 - b. Subdivision Infrastructure permit issued and valid.

- c. Residential permit issued, include garage to sales office remodel work if intended*.
 - d. Model Home Sales Complex permit issued*.
 - e. Remodel permit issued, if not previously included with house permit*.
7. Special Notations
- a. At least one paved, handicapped parking space shall be provided near the main entrance. In addition, parked vehicle overhangs shall not reduce the clear width of an accessible route.
 - b. It is important to review the approved Final Plat Notes. Subdivisions located in the vicinity of the Luke Airforce Base are required to comply with ARS 28-8481. This may require a 3 x 5 sign to be placed at the Model Home Complex.
 - c. Site plans must be prepared and sealed by an Arizona Registered Civil Engineer and must comply with the current grading and drainage regulations.
 - d. The building permits for the single family homes in the Model Home Complex shall be submitted as residential building permits.
 - e. A remodeling permit is required to change from a single family residence to the commercial use of model home/office. An application for a Commercial Alteration to change a garage to a sales or construction office shall be submitted. The building shall meet the current commercial building codes and accessibility requirements.
8. Zoning Ordinance Reference – Model Home Sales Complexes
- a. Sections 501.2.26 and 601.2 19 of the Maricopa Zoning Ordinance states that a model home sales complex, as part of an approved, recorded subdivision, must meet the following conditions:
 - 1) The uses are only associated with the developer/owner and subdivision or project in which they are located. Model homes must be located on-site.
 - 2) Upon sale of the development, cessation of the need for the use (95% build-out), or cessation of the use, all structures, modifications to structures and uses related to the model home sales complex shall be removed. Cessation of use shall be deemed to have occurred if there have been no active building permits for a one year period of time.
 - 3) Those uses of structures allowed shall meet all building code requirements.
 - 4) All necessary permits must be issued prior to placement on the site.
 - 5) Temporary flagpoles of up to 60 feet in height are allowed for model home sales complexes. These temporary flagpoles must be removed at the cessation of use as outlined above.
 - 6) If these requirements cannot be met, the request shall be processed through the Board of Adjustment as a temporary use permit.

***May be applied for jointly or separately but will not receive final occupancy until all have received final approval.**