



Subdivision Model Home Complex Checklist

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 Development Services Department at 530 East Monroe Avenue, Buckeye, Arizona 85326 or call 623.349.6211.

SUBMITTAL REQUIREMENTS

Before submittal of a model home office construction plan for a building permit the following must be submitted to Development Services for a Model Home/Subdivision Sales Office Complex Plan approval;

- A fee in accordance to the fee schedule is required;
- Four (4) copies of the Model Home/Subdivision Sales Office Complex plan each to be (24"X36" maximum);
- Provide sign package (banners, flags, and sales and directional signs), flags (US) (35' maximum in height). Note: Signs require a permit;
- 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;
- 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, construction trailers and parking area 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 number 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;
- Indicate street addresses for the lots or units containing model homes;
- Show the location of the homes, the required building setback lines, and the dimensions of each lot or unit in the model home complex;
- Landscape plans are required to be submitted for approval;
- Design Review Agreement and/or plot plan shall be completed and signed off by subdivision planner if applicable;

- Model Home options shall be created at the Residential Counter prior to 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 250' of the most remote part of the complex, add note that the fire hydrant will be pressurized prior to any vertical construction;
- Location and square footage of the sales office within the model home. Permits are required to build sales/construction office and for reconverting the office into a living space;
- Dimension of the parking spaces (9' X 18'), maneuvering area (25' aisle and driveway width), visibility triangle on corner lots or units (33' X 33'), and handicap parking;
- 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);
- Add note that the parking areas will not be removed or redeveloped until the sales office has been vacated;
- When the office is vacated the builder must request a final inspection for Single Family Residence in order to be issued a Certificate of Occupancy;
- Model Homes trap fences are not allowed in the public right of way and must not obstruct circulation on private access ways;

LOT DATA		
ZONING DISTRICT	# OF LOTS OR UNITS	MAXIMUM LOT COVERAGE ____ SQ. FT. (PER PRELIMINARY APPROVAL)
LOT NUMBER		
ADDRESS		
USE <input type="checkbox"/> PARKING <input type="checkbox"/> MODEL HOME <input type="checkbox"/> SALES OFFICE		
PAD ELEVATION		
FINISHED FLOOR ELEVATION		
HOME BUILDERS PLAN NUMBER		
CITY OF BUCKEYE STANDARD PLAN		

NUMBER		
LOT AREA SQUARE FOOTAGE		
BUILDING SQUARE FOOTAGE 1 ST FLOOR ENCLOSED AREA		
1 ST FLOOR 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). 4.1.2 (1) ADA Accessibility Guidelines;
- An accessible route from the parking spaces to the sales office (surface materials must meet ADA standards). 4.1.2 (2) ADA Accessibility Guidelines;
- A no-step route 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 must be provided to at least one model. 4.1.3 ADA Accessibility Guidelines;

Building Code Requirements:

- PAD and Finished Floor Elevation (FFE) for each model home;
- One (1) accessible bathroom with accessible route is to be provided as part of the Model Home Complex 4.1.2 (2) ADA Accessibility Guidelines;

1103.1.9.4 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 height of 7 feet above the route.
6. The no step entry shall be identified by readily viewable signage.

Per 4.30 ADA Accessibility Guidelines