



# **City of Hemet**

PLANNING DIVISION  
445 E. Florida Avenue, Hemet, CA 92543  
(951) 765-2375  
[www.hemetca.gov](http://www.hemetca.gov)

## **MODEL HOME MARKETING COMPLEX SUBMITTAL REQUIREMENTS**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Model Home Marketing Complex application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

### **THE MODEL HOME MARKETING COMPLEX APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:**

#### **A. APPLICATION SUBMITTAL REQUIREMENTS**

- 1. Completed application form.
  - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees, pursuant to the latest adopted fee schedule:
  - a. Application processing fee
  - b. Scanning fee
- 3. Proof of ownership (i.e., grant deed).
- 4. Legal description of the area, including each individual lot within the subdivision upon which the model home marketing complex is to be constructed.
- 5. A letter signed and dated by the applicant that describes the temporary improvements and includes the following:
  - 1. A guarantee that all land and improvements constructed as part of the model home complex will conform to the final subdivision map (include number), approved site development review plans (include number), and any applicable conditions of approval.
  - 2. An acknowledgement that no residential occupancy shall be permitted in any dwelling unit constructed as part of the complex until the Community Development Director has certified that the unit has been fully restored for residential use and all requirements for residential occupancy have been met.
- 6. Parking summary table showing required and proposed parking.
- 7. Documentation from CR&R specifying arrangements for trash collection and disposal.
- 8. One (1) full-size (24x36 folded to 8½ x 11) and one (1) 11x17 copies of the model home marketing complex site plan and floor plans prepared to City standards (as applicable) and including the following items:
  - 1. Tract number and Site Development Review number.
  - 2. Architectural renderings of the model homes.
  - 3. Parking, walkways, accessible parking space and path of travel
  - 4. Trap fencing with emergency exit.
  - 5. Signage.
  - 6. Landscaping and lighting.
  - 7. Location and source of utilities.
  - 8. Any additional items requested by staff to process the application.
- 8. One (1) 8½ x 11 site plan of the entire tract highlighting the location of the model home complex.
- 12. One (1) electronic copy on a flash drive of all submission materials.

**B. APPLICANT NOTIFICATIONS**

1. The Community Development Director is responsible for the review and approval of all Model Home Marketing Complex applications. A written report shall be prepared by the Case Planner and a copy provided to the applicant
2. All correspondence, including the decision of the Community Development Director, will be sent electronically (e-mailed) to the project applicant as designated on the application form.
3. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

**C. ATTACHMENTS**

1. Hemet Municipal Code Chapter 90, Article V (Model Home Marketing Complexes.)