

**Model Home Temporary Sales Office  
Administrative Permit (17.228.125)**

A model home temporary sales office for a new subdivision is allowed, subject to an administrative permit. The applicant shall submit the following to the Planning Division for review:

1. Application Form (attached)
2. Floor plans and elevations of each unit to be used as a model home or sales office (one full sized set of plans);
3. An overall site plan and landscape plan of the complex, including off-site parking facilities and outdoor lighting, if any (one full sized set of plans);
4. A copy of the subdivision map (one full sized set of plans);
5. A sign program that conforms to City Code Section 15.148;
6. One 8 ½ " x 11" reduction of all exhibits.

All buildings shall meet the setback and lot coverage requirements of the zone in which they are located. The model home temporary sales office permit shall be valid for two (2) years. Upon expiration of the permit or upon completion of the use of the model units for display or as sales offices, all pavement used for a parking area shall be removed and all signage associated with the marketing of the subdivision shall be removed.

# Model Home Temporary Sales Office Application

## Site Location

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Subdivision File Number : \_\_\_\_\_

## Property Owner

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe the model home complex/ temporary sales office proposal:

---

---

---

---

## Applicant/ Contact Person

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record.  
However, the City will not sell your data or information for any purposes.

### FOR OFFICE USE ONLY

Reviewed by: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ I & R #: \_\_\_\_\_

Conditions/ Comments: \_\_\_\_\_

---

---

---

---

---

---