



APPLICATION FOR MODEL HOMES

For Office Use Only

File #: _____ Application Date: _____ Receipt #: _____ Planner: _____

Fee: \$50

Name _____ Authorized Agent (if applicable) _____

Phone # () _____ Cell# () _____ Email: _____

Mailing Address of application: _____

Name of Subdivision: _____

Address and lot numbers of proposed models: _____

MODEL HOME REGULATIONS

A temporary permit for a model home may be issued by the Planning Division if the following criteria are met:

1. Model homes will be permitted in all residential zones for the marketing of lots or structures in the subdivision in which they are located.
2. Model homes must be converted to a residential dwelling when the subdivision is more than 80% developed or has been occupied as a model home for 3 (three) years, whichever comes first.
3. Adequate off-street parking is provided.
4. A signage plan is provided, indicating the size and location of all signs. (A separate sign application must be filed).
5. Hours of operation must be noted and approved.
6. A model home may not be used as a general real estate office, construction management office, or an off-site sales office.
7. The number of model homes per subdivision will be reviewed by the Planning Commission on a site specific, case-by-case basis.

APPLICATION SUBMITTAL PROCEDURES

- (1) _____ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) _____ The applicant shall create an account and submit all required information electronically through the following link <https://talktomycity.com/create> (Agency Code Leh02), including:
 - a) _____ the completed application,
 - b) _____ A written statement addressing the following:
 - How parking will be addressed
 - Hours of operation
 - Number of models requested
 - Lot numbers within the subdivision where the requested model(s) will be located

- c) ____ Building elevation(s) or color rendering(s) of the proposed model (s)
 - d) ____ A site plan showing location of the model(s) on the lot(s) and where the parking will be located
- (3) ____ **Staff will then review the submittal and send out an email with a link for the payment of fees.**

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

APPLICANT(S) CERTIFICATION

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature _____, Title _____ Date _____