



Model Home Application Requirement Checklist

Application & Supporting Materials

- 1 CERTIFICATE OF ZONING PLAN APPROVAL FEE**
- 2 CD - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.**
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.
- 3 ORIGINAL SIGNED AND NOTARIZED CERTIFICATE OF ZONING PLAN APPROVAL FORM - ONE (1) COPY**
- 4 APPLICATION STATEMENT - ONE (1) COPY INCLUDING RESPONSES TO THE FOLLOWING:**
 - A** Describe the property and its intended use.
 - B** State the necessity or desirability of the model home to the neighborhood or community.
 - C** State the relationship of the proposed model home to adjacent properties and land uses, and describe how the model home relates to the overall development.
 - D** Description of proposed facility's compliance with standards of section 153.073(D) of the City of Dublin Zoning Code (see following page).
- 5 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED - ONE (1) COPY**
- 6 LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 150 FEET - ONE (1) COPY THAT INCLUDES:**
 - A** Parcel number
 - B** Owner name
 - C** Complete address
- 7 OPERATIONAL DETAILS - One (1) LETTER STATING THE PROPOSED OPERATIONAL DETAILS:**
 - A** Number and type of employees with the maximum number of employees expected on site at any time
 - B** Days and hours of operation
 - C** Duration requested
 - D** Proposed sign details including elevations with dimensions and site/landscape plans
 - E** Proposed structure details, including square footage and building materials and colors
 - F** Parking and access provided for employees and customers

(Continued on back)

1 SITE PLAN - Show the following:

- A Boundaries and dimensions of the lot.
- B Size and location of existing and proposed model home.
- C Use of land and location of structures on adjacent properties.
- D Proposed use of all parts of the lot and structures, including access, sidewalks, off-street parking and loading spaces, landscaping, and all other site details necessary to demonstrate consistency with the Dublin Zoning Code.

2 ARCHITECTURAL ELEVATIONS

Must show proposed materials and colors.

3 MATERIAL/COLOR SAMPLES

Such as swatches, photos, plans, or product specifications. Include manufacturer name and product number for all proposed details.

Review Criteria

§ 153.073 COMPREHENSIVE RESIDENTIAL AND NEIGHBORHOOD IMPROVEMENT.

- (D) Model homes in residential districts. Regulation of model homes is intended to preserve the opportunity for potential residents of the city to inspect housing available within the municipality; to provide home builders a forum to demonstrate housing styles and options; to preserve the quality of residential life for nearby residents; and to protect residential areas from the potential adverse effects of non-residential uses.
- (1) *Application.* This section shall apply to all residential districts, including residential planned districts, unless specific provisions of the applicable development text specify otherwise.
 - (2) *Approval.* The Administrative Official or designee shall be permitted to issue a Certificate of Zoning Plan Approval (CZPA) for model homes, sales offices, and sales trailers in residential districts, provided specific criteria are met.
 - (a) Model homes and sales offices may be approved for up to two years.
 - 1. Certificates of Zoning Plan Approval may be approved for up to an additional two years until the residential development as defined in the application for a CZPA is 75% occupied.
 - 2. When the residential development is greater than 75% occupied but less than 95% occupied, a CZPA may be approved by the Administrative Official for up to one year.
 - 3. Operation of the model home or sales office shall be discontinued within 90 days once the residential development is 95% occupied.
 - 4. For the purposes of this section, the term OCCUPIED shall refer to residential units that are being used as a dwelling, or residential units that are vacant and owned by an entity other than the developer or a home builder.
 - 5. Once operation of the model home or sales office is discontinued, all improvements made for the purposes of the model home or sales office use, including but not limited to signs and associated landscaping, lighting, and architectural modifications, shall be removed and restored to conditions typical of a residential development within 90 days.
 - (b) Sales trailers may be permitted for a maximum of two years, or until a model home or sales office is constructed, whichever occurs first.
 - (c) Approval of a CZPA for model homes and sales offices in residential districts shall be subject

Review Criteria

to the following:

1. The building which serves as the office/sales facility shall be sited within the development to ensure that the model home is easily accessible and identifiable and shall not detract from the residential and architectural character of the neighborhood.
 2. External lighting may be approved provided it does not detract from the residential character of the building. In no case shall exterior lighting other than usual and customary residential lighting be permitted after 9:00 p.m. All interior lighting, with the exception of lighting in a maximum of two rooms, shall be turned off by 9:00 p.m. and remain off until 8:00 a.m. daily.
 3. One identification sign is permitted for model homes and sales offices, not exceeding eight square feet in area and six feet in height. Signs shall maintain a minimum eight-foot setback from the right-of-way. A sign permit is required for all signs.
 4. All structures shall comply with all applicable requirements of the city and any additional development standards for the zoning district.
 5. Locations for parking for sales staff and customers shall avoid creating disruptions to surrounding residents. Parking for model homes and sales offices shall be provided either on-site or on-street adjacent to the facility, except as provided in division 6. below. Parking lots for sales trailers or sales offices shall meet all requirements of this chapter related to parking lots.
 6. Freestanding, off-site parking lots for model homes shall be permitted only on residential lots adjacent to unoccupied lots with the exception of the model home and only after obtaining a special permit according to the procedures of § 153.231(G). The parking lot shall not extend beyond the rear elevation, nor project forward of the front elevation, of the model home. A sidewalk shall be provided from the parking lot to the model home. The parking lot and sidewalk must be removed within 90 days after a building permit
 7. An application for a CZPA shall include information regarding hours of operation, number and type of employees with the maximum number of employees expected on site at any time, provision of parking for employees and customers, and a description of the proposed facility's compliance with the standards of this section.
- (3) *Number of model homes.* If the Administrative Official determines that the number of model homes in any residential district is excessive or is affecting the residential character of the neighborhood or the development, the applicant shall be required to obtain a special permit in accordance with the requirements of §153.231(G) prior to operating the model home or sales office.
- (4) *Notices.* The city shall notify any registered homeowners associations and all property owners within 300 feet of the site of a proposed model home, sales office, or sales trailer in a residential district within ten days from the receipt of a complete application for a CZPA. The notice shall, at a minimum, indicate the property that is the subject of the request, describe the nature of the request, and indicate when and where written comments will be received concerning the request. At least 14 days shall be provided for public comment prior to a determination by the Administrative Official.