



# MINISTERIAL DESIGN REVIEW PERMIT

## Temporary Tract Offices and/or Model Homes

### (Initial Application & Amendments)

**Purpose:** The purpose of Ministerial Design review of temporary tract offices and/or model homes is to ensure the use, at the location proposed, will conform to the provisions of Section 18.190.560 of the Zoning Ordinance, and will have a minimal impact on surrounding residential uses and the flow of traffic.

**Code Reference:** Fremont Municipal Code Chapter 18.235 (Design Review Permits), and § 18.190.560 (Temporary Tract Offices and/or Model Homes)

I understand that my application review may be delayed if required materials are missing from the submittal package.

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date

#### Submittal Requirements:

- 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

## Part V: Development Statistics

- 2. Plans including the following items for all sites of sales offices and trailers, model home units and off-street parking, where applicable.
  - a. Vicinity map showing:
    - (1) The location of the tract office, models and related parking, and the entire development they will serve.
    - (2) The relationship of the tract office(s) and model(s) to the streets providing access to them.
    - (3) All land uses surrounding the project site(s).
    - (4) All fire hydrants within 500 feet of the site(s).
  - b. Accurately dimensioned site plan(s) showing:
    - (1) Property lines.
    - (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings.
    - (3) Parking, vehicle circulation areas and driveways.
    - (4) Pedestrian ways and recreation areas, if appropriate.
    - (5) Accessory structures.
    - (6) Fencing, including trap fencing.
    - (7) Banners, pennants or flags proposed.
    - (8) Easements on the property.
  - c. “Sales facility improvements.” List and plan that identifies any improvements to be removed upon termination of the sales function, including but not limited to improvements within garage spaces, fencing, parking areas, and other improvements not authorized in the original approval.
  - d. Elevations:
    - (1) Each side of all proposed and/or existing buildings and/or trailers.

(2) Materials and colors to be used on each elevation.

(3) Access ramps for handicapped people.

■ e. Landscape and Irrigation Plans demonstrating water efficient and bay friendly practices:

(1) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way trees.

(2) Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use.

(3) Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials, and colors.

(4) Existing trees proposed for preservation.

(5) Refer to the City's Landscape Development Requirements and Policies online at [www.fremont.gov](http://www.fremont.gov).

■ 3. The number of plans required to be submitted with the application are:

a. Ten (10) sets of full-sized plans (collated and folded to a size NO LARGER THAN 8" x 13").

Full-sized plans and sepias submitted should be no larger than 30" x 42".

■ 4. Seven copies of a statement of proposed operations. The statement shall be prepared as a letter separate from the application forms. This statement shall include the hours and days of operation and the length of time the sales office and/or model home complex will be in operation.

■ 5. A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

**Schedule Time Line:** Complete applications for these permits are acted on by the Zoning Administrator within three to four weeks.

**Appeals:** Appeals of Zoning Administrator action are considered by the Planning Commission. Appeals must be submitted within 10 calendar days of notice of staff action.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Fees:** The minimum deposit for a Ministerial Design Review permit is \$\_\_\_\_\_ and is due at the time of submittal. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by:\_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

for proposal:\_\_\_\_\_

\_\_\_\_\_ Date:\_\_\_\_\_