



Administrative Action Request Supplement J

Placement of Model Homes or Model Units

Community Development Dept. | 9220 Bonita Beach Road, Suite 111 | Bonita Springs, FL 34135 | Phone: 239 444 6150 | Fax: 239 444 6140

Case Number: _____

Project Name: _____

Applicant's Name: _____

STRAP Number(s): _____

If the request is for administrative approval for placement of model home(s), model unit(s), or model display centers in accordance with Sections 4-1665 or 4-1666 of the Land Development Code, please submit the "Application for Administrative Action" form for the City of Bonita Springs:



PART 1 REQUEST/APPLICATION INFORMATION

A. REQUEST. Indicate whether request is for:

Model Home(s) – List number of homes: _____

Model Unit(s) – List number of units: _____

Extension of Model Home Approval

Model Display Center

B. LOCATION:

Location (lot number): _____ Street Address: _____

Location (lot number): _____ Street Address: _____

Location (lot number): _____ Street Address: _____

C. PERMITTED USE: Do the regulations of the LDC permit this type of model home, model unit or model display center?

NO

YES

D. TIME FOR USE: If request is for model home, how long is the model home use needed? _____

E. BACKGROUND INFORMATION:

1. Development Order Case Number for the Development: _____

2. Is the development still under Unified Control?

NO – If **NO**, indicate on a map of the development the area which is under unified control of the Applicant/Owner. Label as **Exhibit J-1.E.2.**

YES

3. Has an application for model homes or model units for the development been filed with the City of Bonita Springs Community Development Department within the past three years?

NO

YES – If **YES**, please provide the following information:

- a. Name of Applicant: _____
- b. Application/Case Number: _____
- c. Lot numbers and street address of model homes approved: _____
- d. Building permit number and date the certificate of occupancy for each existing model home/unit was issued: _____
- e. Status of the model home today (e.g.. removed, existing, etc): _____
- f. Date the approval (or extension of the approval) was granted: _____
- g. Expiration date of the approval or extension: _____

**PART 2
ADDITIONAL SUBMITTAL REQUIREMENTS**

Please submit the following:

- A. SITE PLAN FOR MODEL HOMES OR MODEL UNITS:** Submit a **site plan** of the development, drawn to scale, showing at a minimum, the following:
 - 1. Location of all model homes currently existing in the development as well as the proposed models.
 - 2. Location of off-street parking for the model home(s) and/or model unit(s) requested.
 Provide site plan in 24' x 36" size (Label as **Exhibit J-2.A.1.**) and in reduced 11" x 17" maximum size (Label as **Exhibit J-2.A.2.**).
- B. SITE PLAN FOR MODEL DISPLAY CENTER:** Submit a **site plan** of the development, drawn to scale, showing at a minimum, the following:
 - 1. For a model display center with a sales office, indicate the location of the sales office and all off-street parking for the office and center.
 Provide site plan in 24' x 36" size (Label as **Exhibit J-2.B.1.**) and in reduced 11" x 17" maximum size (Label as **Exhibit J-2.B.2.**).

**PART 3
SUBMITTAL REQUIREMENTS**

THE NUMBER OF COPIES REQUIRED FOR EACH SUBMITTAL ITEM/EXHIBIT IS INDICATED BELOW. PLEASE NOTE THAT THIS SUPPLEMENT NEEDS TO BE ACCOMPANIED BY THE APPLICATION FOR ADMINISTRATIVE ACTION. COPIES OF BOTH OF THESE APPLICATIONS SHOULD BE SUBMITTED TOGETHER IN SETS OF THREE ALONG WITH ALL OTHER REQUIRED DOCUMENTATION.

Copies Required*	Exhibit Number	SUBMITTAL ITEMS
3		Completed Application for Administrative Action Form [4-196]
1		Filing Fee - [4-196(a)7]
3	SUP J	Placement of Model Home/Unit or Model Display Center request Supplement Form [4-204(a)(5)]
FOR MODEL HOMES and MODEL UNIT APPLICATIONS		
1	J-2.A.1	Site Plan for Model Homes or Model Units (24" X 36" size) [4-204(a)(5)]
3	J-2.A.2	Reduced Size Site Plan for Model Homes or Model Units (11" X 17" maximum size) - 2 originals required
FOR MODEL DISPLAY CENTER APPLICATIONS		
1	J-2.B.1	Site Plan for Model Display Center (24" X 36" size)

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Copies Required*	Exhibit Number	SUBMITTAL ITEMS
3	J-2.B.2	Reduced Size Site Plan for Model Display Center (11" X 17" maximum size) - two originals required

* At least one copy must be an original

**EXPLANATORY NOTES
INSTRUCTIONS FOR COMPLETING COVER PAGE**

Case number: Will be inserted by City staff.

Project Name (if applicable): Provide the name that you wish to have assigned to this project. The name is limited to 30 characters and spaces and should be the same as provided on the Administrative Action Application Form.

Applicant's Name-Authorized Agent: The applicant's name must be provided. This is the person to whom all City correspondence will be directed. This is usually the person who signs the Applicant's "Statement Under Oath". (See Administrative Application Form, Part 1, Affidavit Form A1 or A2).

STRAP(S): The STRAP (Section, Township, Range, Area, Parcel) number is the 17- digit number used by the Property Appraiser to identify specific parcels. Where there is more than one parcel encompassed by the application, the STRAP number for every parcel must be provided and be the same as those listed in the Administrative Application Form, Part 3.A.

**PART 1.
REQUEST/APPLICATION INFORMATION**

A. **REQUEST:** Indicate the nature of the request. If the request is for model homes or model units, please indicate the number of model homes or model units which are being requested.

The Director may administratively approve the location of individual model homes and model units in any new development provided the property remains under unified control and the provisions of the LDC are met. [4-1665(a)(1)]

B. **LOCATION:** Please indicate the Lot Number and Address for each model home or model unit for which approval is requested.

Each model home must be located on a single lot. Model units are permitted in any townhouse or multiple-family building. Model homes must be connected to water, sewer and electricity and must receive a certificate of occupancy as a model home only, prior to use as a model. Model homes may be approved only in areas where they will not adversely affect existing residents. Except for the CC and CG zoning districts, only models for the type of dwelling unit allowed in the district where the model is located may be permitted. Multiple model homes utilizing the same basic floor plan will not be permitted within the same development prior to the final recording of the subdivision plat. Each model must have a floor plan that is distinctly different, as determined by the Director, from other models homes within the development, home or model unit may be used for living purposes either temporarily or permanently while used as a model home or model unit. No real estate sales except those incidental to the sale of model homes, model units or lots within the development may be conducted in a model home or model unit. [4-1665(b) & (c)]

Model Display Centers may be approved in commercially zoned districts that permit model display centers, as indicated in the use regulations for commercial districts (see LDC Table 4-662). Model display centers may be

approved by administrative approval in new RPD, MHPD, RVPD or MPD developments provided the property is zoned for the type of model home, model unit or recreational vehicle displayed, but require a planned development amendment in existing RPD, MHPD, RVPD or MPD districts unless already approved as a permitted use in the schedule of approved uses on the master concept plan.

Units within a model display center may be connected to electricity, but may not be connected to water or sewer.

Units may not be used for permanent occupancy, nor may they be used to provide office space. All sales must be conducted in a main sales office on or off the premises.

Parking must be provided adjacent to the sales office in accordance with the parking regulations for offices and developed in accordance with the provisions of the LDC.

This provision does not prohibit the designation of various units within a multiple-family building or complex as model units during the sale of units within the building or complex. **[4-1666(a) - (e)]**

- C. **PERMITTED USE:** Please indicate that the use requested is permitted pursuant to the Bonita Springs Land Development Code. **[4-1665 & 4-1666]**
- D. **TIME FOR USE:** Please indicate the period of time required for the use of the requested model homes or model units.

Approval for a model home will be valid for a period of time not exceeding three years from the date of issuance of a certificate of occupancy for a model home, unless the director or City Council (as applicable) grants an additional specified time limit. Upon expiration of the approval, the owner may; 1) apply for an extension of the approval; 2) apply for a change of use permit to convert the model to a living unit; or 3) remove the model from the property.

The use of a model unit within a townhouse or multiple-family building may not extend beyond the initial sale period for that phase.

No model home or model unit may be converted to a living unit prior to application and approval of a change of use permit. **[4-1665(d)(1) - (2) & (e)]**

- E. **BACKGROUND INFORMATION:** Self explanatory.

PART 2. ADDITIONAL SUBMITTAL REQUIREMENTS

- A. **SITE PLAN FOR MODEL HOMES OR MODEL UNITS:** Parking for model homes or model units must be on the same premises and must be in compliance with parking requirements of the LDC for the type of dwelling unit or recreational vehicle being displayed. Provide full size site plans (24"x36"size) labeled as **Exhibit J-2.A.1.** and a reduced size site plan (11"x17" maximum size) labeled as **Exhibit J-2.A.2. [4-1665(f)]**
- B. **SITE PLAN FOR MODEL DISPLAY CENTER:** Parking for model display centers must be provided adjacent to the sales office in accordance with the parking regulations for offices and developed in accordance with the provisions of the LDC. Provide full size site plans (24"x36"size) labeled as **Exhibit J-2.B.1.** and a reduced size site plan (11"x17" maximum size) labeled as **Exhibit J-2.B.2 [4-1666(d)]**

PART 3. SUBMITTAL REQUIREMENTS

1. This table represents a summary of the required submittal items. The applicant is responsible for the accuracy and completeness of this application. Time delays or additional expenses necessitated by submitting inaccurate or incomplete information will be the responsibility of the applicant.
2. All information submitted with the application becomes a part of the public record and will be a permanent part of the file.

3. Please submit all applications in person. Mailed-in applications will not be processed.
4. All attachments and exhibits submitted must be legible, suitable for recording, and of a size that will fit or conveniently fold to fit into a letter size (8½"x11") folder.
5. Department staff will review this application for compliance with requirements of the City of Bonita Springs Land Development Code. The applicant will be notified of any deficiencies.