



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

TEMPORARY USE PERMIT INFORMATION & APPLICATION

For model homes, sales office, design center, sales trailer and temporary signs.

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

The purpose of a Temporary Use Permit is to allow certain uses to operate a defined period of time (Development Code Chapter 16.80). This Temporary Use Permit Application is for the temporary use of residential units within recorded subdivisions as sales offices and/or model homes, sales trailer and temporary signs. All temporary signs and sales offices and/or model homes must be processed under same application. Such sales office may be used only for conducting activities related to the residential development or subdivision in which the sales office is located or adjacent to. This application is also used to permit temporary advertising structures (i.e., signs, flags, etc.). Portable signs, banners, balloons, streamers, and/or other similar apparatuses are prohibited.

Please note that each office and/or design center requires a separate application fee. If a Sales Trailer is proposed, a setdown building permit will be required. Permit will be processed through the Building & Safety Division once the Planning Division has approved. The maximum area for a temporary sign shall not exceed 32 square feet. If a temporary sign is proposed that exceeds six feet (6'-0") in height, then a separate building permit and fees will be required along with structural calculations.

A plot plan must be submitted with the application and application fees. Indicate location and species of drought tolerant xeriscape landscaping material for at least one of the model homes (single family residence only). Indicate the sales office side and show that portion of the residence to be used as a sales office (i.e., kitchen, living room, garage, etc.). On the plot plan show the location of off-street parking areas, at least three (3) 9'-19' spaces for every model home. One (1) 14'-19' handicapped space (with handicapped ramps where needed) is required. If a garage is to be converted to habitable space for an office, an approved building permit must be obtained from the City of Chino Hills Building & Safety Division.

Approval for a Temporary Use Permit may be granted for a period of two (2) years. All temporary advertising structures (signs, flags, etc.) must be maintained and in good repair. All permits resulting from an enforcement action will result in penalty fees at the time of application.

The following is an application checklist for your convenience. Please provide all items listed at the time of filing your application to avoid delays in processing. Please contact the Planning Division at (909) 364-2780 for further information and assistance.

SEE REVERSE SIDE FOR ADDITIONAL REQUIREMENTS

APPLICATION CHECKLIST:

(All items must be included at the time of filing.)

- 1. Temporary Use Permit Application completed in full.
- 2. **Application fee**
- 3. Enforcement penalty fee of \$ _____ if this application was promulgated by Notice of Violation or other enforcement action.
- 4. Three (3) copies of plot plan, including off street parking areas and vicinity map.

SPECIFIC PLOT PLAN REQUIREMENTS:

- 1. Names, addresses and telephone numbers of the Record Owner, Applicant and the person preparing the map.
- 2. North point, date of drawing and scale (suggest 1" to 20', 1" to 30', or 1" to 16'). The direction of "North" should be shown to the top or right.
- 3. Location, names, widths of boundary streets, and recorded easements on property.
- 4. Dimensioned property lines or boundary lines of project.
- 5. Locate by dimension, distance, and use, all existing and proposed structures.
- 6. Indicate any unusual drainage areas or hilly terrain that might affect the building site, parking area, or access by flow-line arrows and contour lines.
- 7. Paved parking spaces should be shown in detail, located behind the required building setback lines, (each space to be 9'x19', handicapped space to be 14' by 19').
- 8. For Sales Office, delineate specifically that portion of the residence to be used for office: kitchen, living room, garage, etc., or where a portable sales office is to be located.
- 9. Indicate all required ADA path of travel from public right of way to sales office and to any accessible models and accessible restroom on site.

REQUIREMENT CHECKLIST FOR SETDOWN PERMIT:

- 1. Pumping Contract: If the unit is self-contained and connection to the sewage disposal system is not possible due to project configuration or terrain, a copy of a pumping contract may be provided in lieu of connection to the system.
- 2. One copy of a current California DMV registration (RV or travel trailer only).
- 3. Two (2) copies of foundation plan with two (2) plot plans for setdown permit. Foundation plan shall include seismic strapping.
- 4. Water Contract: Drinking water must be provided to site, a copy of the service contract must be included.



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

TEMPORARY USE PERMIT APPLICATION

For model homes, sales office, design center, sales trailer and temporary signs.

Applicant: _____ Date: _____

Contact Person: _____

Mailing Address: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Individual to be notified of other than applicant: _____

Tract No. _____ Assessor's Parcel Number: _____

List all other names which may identify tract, development or company:

NOTE: Each office and/or design center requires a separate application fee plus the appropriate deposit(s).

Application is being made for:

- A. Temporary Real Estate Model Home/Sales Office in Recorded Subdivision.
Type of Sales Office (Check One):
 - a. In Residence Office – No Remodeling
 - b. Garage conversion for office space
- B. Temporary Design Center in Conjunction with "A" listed above.
Type of Sales Office (Check One):
 - a. In Residence Office – No Remodeling
 - b. Garage conversion for office space
- C. Temporary Sales Trailer
- D. Temporary Primary Directional Signs and/or flags WITHIN the boundaries of the recorded subdivision. (3 maximum)

E. **Quantity**

- _____ Flags (up to a maximum of 15)
- _____ Single-board signs with advertising space on each side.
- _____ "V" shaped or double board signs with advertising space.

Address and/or location of:

- a. Sales Office: _____
- b. Design Center: _____
- c. Model Home(s): _____

2. Site Address and/or location of temporary primary Directions Signs WITHIN the boundaries of a recorded subdivisions.

Address/Tract # Lot#	L – W	Square Feet
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. SIGNATURE

I certify that I am the: (please check one)

- Legal Owner(s): All owners must sign as their names appear on the land deed.
- Corporate Officer(s) empowered to sign the corporation.
- Owner's Legal Agent having Power of Attorney for this action, (a certified Power of Attorney document must accompany form).

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Date

Name (Please Print)