

Information Package

for

Model Home Permits

## Model Home Information Package

**Definition:** A Model Home is a residential structure used for demonstration or sales purposes within a residential development under active development, open to the public for sales purposes, and not occupied as a dwelling unit.

### 2.02.09 Model Homes.

The Planning Director shall have the ability to approve requests for construction of model homes once construction plans have been approved and prior to the completion of a final plat as provided for in Article 7.06.00 of the City's ULDC provided each of the following submittal requirements and permitting restrictions are complied with by an applicant:

- (A) Submittal Requirements: The applicant shall submit the following to the Planning Department.
  - (1) A request to construct a model home on an application form provided by the City, together with applicable fees, which have been established by resolution of the City Commission.
  - (2) Three (3) copies of the plot plan on the proposed lot depicting the structure(s), footprint(s), setbacks and proposed easements for each model being requested.
  - (3) Three (3) copies of the overall subdivision plat which indicates where the models are to be located.
  - (4) An executed, notarized statement, on a form provided by the City, by the applicant that they understand, agrees to and shall comply with the permitting restrictions set forth in subsection B below.
- (B) Permitting Restrictions: The applicant shall understand and agree that:
  - (1) The applicant shall utilize a preliminary final plat with proposed street names approved by the Building Department for issuance of a permanent street address.
  - (2) Any permitting is at the risk and expense of the applicant if changes are made with respect to the final recorded plat; and, no certificate of occupancy will be issued until an amended building permit for a final permanent address is issued.
  - (3) No certificate of occupancy shall be issued until a certificate of completion is issued for the subdivision.
  - (4) All construction and permitting is at the applicant's own risk and expense.
  - (5) Notice shall be placed in all model homes stating that the model home is for display purposes only and cannot be sold until such time that a certificate of completion is issued for the subdivision.

**APPLICATION FOR MODEL HOME PERMIT**

City of Bartow  
Post Office Box 1069  
Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a Model Home Permit application in the City of Bartow. **The request must be submitted as an original form.** Additional applications may be obtained by mail or picked up at City Hall. Reproductions of this application will be accepted provided that it is clear and legible.

Please **PRINT** unless otherwise specified:                      Project Name\* \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_ City, State, & Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

*(\* Indicate name of company, group, or organization represented.)*

The following information is required in an acceptable form so as to accompany any application.

- (1) Completed application form and owner's affidavit.
- (2) Three (3) copies of the proposed plot plan and overall preliminary final plat showing the information required by Article 2.02.09, Model Homes.
- (3) An application review fee. (\*See Fee Schedule for Appropriate Fee)

Applicant states that they have read and understands the instructions on this application. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City of Bartow.** Approval granted by the City in no way constitutes a waiver from any applicable Local, State, or Federal regulations.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Receipt # \_\_\_\_\_ Location \_\_\_\_\_

Comprehensive Plan FLUM Designation \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Property Appraiser Identification Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City Commission District Number \_\_\_\_\_

Coordinates \_\_\_\_\_

OWNER'S AFFIDAVIT

I, \_\_\_\_\_ of \_\_\_\_\_,

do hereby stipulate that I understand and agree with the following restrictions and requirements associated with the issuance of a building permit to construct a model home, which the request and accompanying documents are made part of this statement:

- 1) It is acknowledged that the applicant shall utilize a preliminary final plat with proposed street names approved by the Building Department for issuance of a permanent street address.
- (2) It is acknowledged that any permitting is at the risk and expense of the applicant if changes are made with respect to the final recorded plat; and, no certificate of occupancy will be issued until an amended building permit for a final permanent address is issued.
- (3) It is acknowledged that no certificate of occupancy shall be issued until a certificate of completion is issued for the subdivision.
- (4) It is acknowledge that all construction and permitting is at the applicant's own risk and expense.
- (5) It is acknowledged that notice shall be placed in all model homes stating that the model home is for display purposes only and cannot be sold until such time that a certificate of completion is issued for the subdivision.

STATE OF FLORIDA  
COUNTY OF POLK

\_\_\_\_\_  
Signature of Applicant

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_ of \_\_\_\_\_ a corporation authorized to do business in the State of Florida as evidenced by the following identification \_\_\_\_\_ and they acknowledge before me that they executed the foregoing instrument, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: