

INSTRUCTIONS FOR FILING A TRACT SALES OFFICE ADJUSTMENT APPLICATION

CRITERIA FOR MODEL HOMES AND TRACT SALES OFFICES

As provided by Part 4 of Chapter 20.100.500(A)(5) of Title 20 of the San Jose Municipal Code, the subject site must meet the following criteria:

1. All advertising devices shall conform to the sign provisions of Title 23 of the Municipal Code. Signs shall not indicate prices or interest rates. The individual model identification sign shall not exceed eight square feet in area. A single on-site tract identification sign shall not exceed 32 square feet in surface area nor be more than 10 feet high (23.04.340). Two advertising flags (23.02.1050) per lot will be permitted, or four on corner lots.
2. Once the Tract Sales Office permit has been issued, the applicant shall obtain a building permit for structures or pertinent structures (i.e., trellis, patio cover, etc.) over seven (7) feet in height from the Building Department.
3. No structures are permitted in the front setbacks of model homes, except signs and fences. Any structure not normally permitted by the Zoning District will not be allowed as part of a sales model.
4. Any structure not in conformance with in a particular zoning district for which this application is being considered, e.g., encroachment into required setbacks and other easements exceeding heights or area limitation or other similar restrictions, shall not be included as part of any "sales model". All patio covers, gazebos, decks, hot tubs, and similar amenities shall only be constructed as permanent structures in conformance with the applicable Zoning District, Land Use Permit, and Building Permit.
5. Landscaping at model homes shall demonstrate water-conserving landscape plants, irrigation systems, and the effective use of turf. Developers are also encouraged to provide buyers with water conserving landscape plans which have been prepared by a licensed landscape architect.

6. The site shall meet American Disabilities Act requirements which include providing an accessible sales center, handicap parking, accessible restrooms, sidewalks, ramps, etc.

INSTRUCTIONS

Please complete the attached application form and return it, in person, to the Development Services Center along with:

1. Five copies of a plot plan of the property (max. 24" x 36") drawn to scale. Show location of all features associated with the sales operation (signs, flags, parking, fences, etc.)
2. Three copies of the plans showing the proposed on-site identification sign.
3. A location map marked to show location and major streets in the area. (1" = 500')
4. An application fee (see fee schedule).

PROCESSING SCHEDULE

Planning Staff:

- Checks the application for completeness.
- Logs in application, assigns a File Number and collects application fees.
- Reviews application with other City departments and obtains any pertinent data.
- When necessary, makes a field inspection.
- Prepares a recommendation to the Director of Planning, Building and Code Enforcement.

Director of Planning, Building & Code Enforcement:

- The Director of Planning, Building and Code Enforcement then reviews the recommendation and approves, conditionally approves, or denies the requested Tract Sales Office application.
- The action of the Director shall be final. If the Director denies the adjustment application, nothing herein shall preclude the applicant from filing an application for a Development Permit.

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, 1ST FLR, CITY HALL. APPOINTMENTS ARE NOT REQUIRED BUT MAY BE ACCOMMODATED BY CALLING (408) 535-3555.



CITY OF SAN JOSE
 Planning, Building and Code Enforcement
 200 East Santa Clara Street
 San José, CA 95113-1905
 tel (408) 535-3555 fax (408) 292-6055
 Website: www.sanjoseca.gov/planning

ADJUSTMENT FOR TRACT SALES OFFICE

TO BE COMPLETED BY PLANNING STAFF			
FILE NUMBER AD	COUNCIL DISTRICT	ZONING	
LOCATION _____			RECEIPT# _____
			DATE _____
			AMOUNT _____
PD FILE #	LOT #s		
			BY _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		DATE	BY
SUBJECT TO CONDITIONS	_____		

MUST BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)			
LOCATION			
APN(S)		TRACT #	
PREVIOUS PERMIT NUMBERS		DATE WHEN OWNER(S) ACQUIRED SAID PROPERTY	
PROPERTY OWNER			
PRINT NAME OF PROPERTY OWNER			DATE
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE (original) X			
DAYTIME TELEPHONE # ()	FAX # ()	E-MAILADDRESS	
CONTACT PERSON			
PRINT NAME OF CONTACT PERSON			DATE
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE X			
DAYTIME TELEPHONE # ()	FAX # ()	E-MAILADDRESS	

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