



**Checklist – Model Homes**

The County may approve vertical construction in advance of platting pursuant to terms and conditions that are acceptable to the County, provided that in no event may a temporary or permanent certificate of occupancy be issued for such vertical construction before the plat is approved and recorded. Model homes may be permitted on not more than twenty (20) percent of the lots in a single family residential development with an approved preliminary subdivision plan, or phase thereof, but in no event may the number of model homes exceed five (5) per phase. The model homes shall be situated on contiguous lots or clustered within a readily identified area. Not more than one (1) model home may be used as a sales office/center, subject to the requirements of subsection [38-79\(5\)](#).

**An applicant/developer requesting a model home permit shall submit a written request, and include the following documents:**

1. A cover letter requesting the model home(s) which includes the Parcel Identification Number and the Orange County Subdivision number (Ex: 15-S-080).
2. (3) copies of the site plan of each proposed lot depicting all proposed structure(s), setbacks and proposed easements for each model
3. For each proposed model lot, a signed and sealed letter, prepared by a registered professional engineer, certifying that the lot is not located within the 100-year flood plain; or a flood plain permit
4. Two copies of the overall proposed subdivision plan (or plat) which indicates where the models are to be located
5. List of the street names approved by 911. The street names must be shown on the subdivision plan or plat described in #4 above
6. Legal description of the property
7. An executed notarized Owner's Affidavit form
8. \$261.26 review fee
9. Plot plan showing model home parking
10. A risk affidavit and indemnification and hold harmless agreement satisfactory to the risk management division shall have been executed and provided, acknowledging:
  - a. The issuance of building permits prior to recordation of the plat;
  - b. The continuing obligation of the owner to record the project plat;
  - c. The owner's understanding that under no circumstances will the county issue a temporary or permanent certificate of occupancy until the plat is approved and recorded; and



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- d. The owner's indemnification of the county from any damages, costs, or claims arising from the issuance of building permits prior to approval and recordation of the plat.

The following permitting restrictions, requirements, and conditions shall apply for a model home permit:

- The PSP, or DP, as applicable, for such project has received final approval;
- All construction is at the applicant/developer's own risk and expense;
- Curb and stabilized road base shall have been installed to the satisfaction of the public works department;
- Drainage infrastructure shall have been completed for the development to the satisfaction of the public works department;
- a fully functional, readily accessible, county-approved fire hydrant shall be in place within five hundred (500) feet of the lot line of the proposed model home;
- The water system serving the proposed model home shall have been partially or fully cleared for service by the Florida Department of Environmental Protection;

***A model home inspection must be conducted by the Orange County Fire Marshal's Office to verify the following conditions are met before issuing approval for the models:***

- 1. Stabilized Road based is installed and capable of supporting the weight of a fire engine, and extends to within 150' of the model home.***
- 2. A fully functional, readily accessible, county-approved fire hydrant shall be in place within 500' of the lot line of the proposed model home.***
- 3. Temporary or permanent Street signs and a street address number for each proposed model home shall be in place to facilitate emergency response.***
- 4. The 911 dispatch center is able to locate and route units to the address of the model homes.***

***Once the applicant is satisfied that these conditions have been satisfied, please call (407) 836-0070 to schedule an inspection. Please do not schedule an inspection if these conditions have not been addressed, or satisfied, as it will result in a re-inspection fee.***



Property 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 model home building permit. This request and accompanying documents are made part of this statement.

- 1. We shall utilize a preliminary final plat with the proposed street name, \_\_\_\_\_ which has been approved by the Zoning Division for the issuance of a permanent street address and agree to pay the appropriate fees as required for the issuance of said address.
2. We certify to the Orange County Zoning Division that the applicant is the sole owner of all property contiguous to and fronting on the street in the preliminary final plat.
3. A scaled site plan, (3) of which we have provided, illustrates that there are no other property owners other than the applicant that are affected by the change.
4. We acknowledge any permitting is at the risk and expense of the applicant/developer if changes are made with the respect to the final recorded plat; and that no Certificate of Occupancy will be issued until an amended building permit is purchased, providing a permanent address, with the appropriate fee required.
5. We acknowledge that no certificate of Occupancy shall be issued until a Certificate of Completion is issued for the subdivision: and all construction and permitting is at the risk and expense of the applicant/developer.

Property Owner's Signature

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

Notary Public Signature \_\_\_\_\_ Notary Stamp: