



City of Hesperia

Planning Division

9700 Seventh Avenue
Hesperia, Ca. 92345
760-947-1224

STAFF USE ONLY

Date:

TOC Number:

Temporary Occupancy Application

☐ Model Home / Sales Office

☐ Other:

Applicant / Responsible Person(s) Information

Full Name: _____ Phone: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Property Owner Information

Full Name: _____ Phone: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Project Details

(Please provide information for all proposed models within project)

Property Address / APN(s) _____

Associated Project No: _____ Tract Number: _____

Please provide a quick description of the proposed use and alterations: _____

Are you proposing signage? If yes, provide images and a site plan with locations. Quantity: _____

Occupancy Duration (Max 3 years): _____

Land Use and Zone

Subject Property	North	South	East	West

Applicant Signature

Date

CITY OF HESPERIA PLANNING DEPARTMENT

LETTER OF AUTHORIZATION

To: City of Hesperia Planning Department

From: Name: _____

Address: _____

Telephone: _____

Email _____

RE: Application No(s). _____

This letter shall serve to notify you and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize:

Name: _____

Address: _____

Telephone: _____

Email: _____

to file and represent my/our interest in the above-referenced applications(s).

I/we am/are the legal owners of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

Signature(s) of Legal Owner(s)

Date

Signature(s) of Legal Owner(s)

Date

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____

NOTARY PUBLIC

Submittal Requirements

☐	Site Plan (2 sets)	☐	Building Elevations per lot and setbacks. (2 sets)
☐	Floor Plan(s) (2 sets)	☐	Signage Elevations with dimensions (2 set)
☐	Owner Affidavit / Authorization form	☐	Site Map with plotted sign locations (2 sets)
Please note: submitted documents should illustrate required parking, restroom location, ADA path of travel, landscaping, buildings, structures, fencing, walls, and proposed alterations.			

Model Homes. Model homes may be used as offices solely for the sale of homes within a recorded tract with approval of a temporary occupancy permit, subject to the following conditions:

- a. The sales office may be located in the garage of one of the model homes, a temporary office trailer, or within the livable portion of one of the models.
- b. Approval shall be for a three-year period, at which time the sales office shall be terminated, and if applicable, the structure remodeled to a single-family dwelling. Extensions may be granted by the building official in one-year increments, but no extension shall be granted if over ninety (90) percent of the development is sold.
- c. A cash deposit, letter of credit, or other security approved by the city shall be submitted to the city, in an amount to be set by the city, to ensure the restoration or removal of the structure.
- d. The sales office is to be used only for transactions involving the sale, rent, or lease of lots and/or structures within the tract in which the sales office is located, contiguous tracts, or a planned community. However, the planning commission may consider off-site model homes sales offices where permitted by the land use designation, subject to the granting of a temporary occupancy permit as specified in Section 16.12.382.
- e. Failure to terminate the sales office and remodel the structure, or failure to apply for an extension on or before the expiration date, will result in forfeiture of the cash deposit, a halt in further construction or inspection activity on the project site, and enforcement action to ensure the remodeling of the structure.
- f. Street improvements and temporary off-street parking at a rate of two spaces per model shall be completed as approved by the planning division, prior to commencement of sales activities or the display of model homes. Access to the parking area shall be prohibited from the rear of double frontage lots. Future street right-of-way along the front or street side yard, with a fully paved surface, may be used for no more than five of the required parking spaces, prior to the time that said right-of-way is accepted by the city for public use.
- g. All fences proposed in conjunction with the model homes and sales office shall be located outside the public right-of-way.
- h. Flags, pennants, or other on-site and off-site advertising shall be regulated pursuant to Chapter 16.36 of the development code.
- i. Use of signs shall require submission of a sign permit application for review and approval prior to installation.

Other uses and regulations can be found in the Hesperia Municipal Code: Chapter 16.12 Article XI