



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street 951-694-6400

Temecula, CA 92590 TemeculaCA.gov/planning

SALES TRAILERS (TEMPORARY)

Introduction

This handout summarizes Temecula's Sales Trailer Temporary Use Permit application requirements. Sales Trailer Temporary Use Permit requirements are specified in Section 17.04.020 (Temporary Use Permits) of the Temecula Municipal Code.

What is the Purpose and Intent of a Sales Trailer Temporary Use Permit (Sales Trailer) request?

The purpose of a Sales Trailer Temporary Use Permit is to allow residential homebuilders to have a temporary place to facilitate the sales of new homes, ensure the health, safety and welfare of the public, and to guarantee the complete removal of the sales trailer once it is no longer needed.

When is a Sales Trailer application necessary?

A Temporary Sales Trailer permit is necessary for anyone requesting to display a temporary Sales Trailer to facilitate the sale of residential home products to the public.

How do I apply for a Sales Trailer?

Call (951) 694-6400 and ask to speak with the Planner of the Day (P.O.D.) to schedule a submittal appointment. The planner assigned to your case will meet with you within 1 to 2 working days to review your application materials for completeness. Incomplete applications cannot be accepted.

What are the Criteria for Approval?

In order to approve the Sales Trailer Temporary Use Permit application, the Planning Director must decide, or find that the proposed use meets the following findings:

1. The proposed temporary use is compatible with the nature, character and use of the surrounding area;
2. The temporary use will not adversely affect the adjacent uses, buildings or structures;
3. The nature of the proposed use is not detrimental to the health, safety, or welfare of the community.

Sales Trailer Temporary Use Permits will be approved with "Conditions of Approval." Conditions of Approval are deemed necessary to ensure that the permit will be consistent with the intent of the development code and to protect the public health, safety and general welfare.

Where can I review the General Plan, Design Guidelines and Development Code?

These documents are available for review at the Planning Department and on the web at TemeculaCA.gov/planning.



APPLICANT ✓	STAFF ✓	SALES TRAILER	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to ensure all documentation is provided upon submittal.
		# OF COPIES		
		1	A	Complete/signed application and filing fee
		1	B	A digital copy of all project files in PDF format or JPEG/PNG format (CD or USB)
		5	C	Site Plan
		5	D	Precise Grading Plan
		2	E	Approved Rough Grading Plan
		5	F	Sales Trailer Elevations
		5	G	Sales Trailer Floor Plans
		5	H	Sales Trailer Landscape Plans
		5	I	Line Item Estimates for Materials and Labor
		1	J	DRAFT Sales Trailer Removal Bond and Agreement

BEFORE SUBMITTING PLEASE REMEMBER

Fees are required with a submittal. Call 951-694-6400 and speak with a Planner for a fee estimate. If the scope of your work changes, please be sure to bring an extra check for any additional fees.

Prior to your submittal, please contact the Community Development Department's Planner of the Day (P.O.D.) to schedule an **appointment** at 951-694-6400.



SECTION A	APPLICATION
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PROJECT INFORMATION

Project Title _____

Related Planning Application # _____

Proposed/Estimated Time Frame _____

Project Description/Use _____

Street Address(es) _____

Legal Description (Tract and Lot #) _____

Assessor's Parcel No(s) _____

General Location _____

ADDITIONAL PROJECT INFORMATION

Will the trailer be powered by temporary power or a generator (separate permits may be required)? _____

How many parking spaces are proposed? _____

How many restrooms are proposed (please detail type)? _____

FOR STAFF USE		
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PLANNING APP. NO.	DATE STAMP	REC'D BY

APPLICANT/REPRESENTATIVE

First Name	Middle Name	Last
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Street Address

City	State	Zip	Phone
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E-mail

PROPERTY OWNER

First Name	Middle Name	Last
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Street Address

City	State	Zip	Phone
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E-mail

SIGNATURES AND CERTIFICATIONS

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature ➔	Date
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I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner's First Name (Printed)	Owner's Last Name
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Owner/Authorized Agent Signature ➔	Date
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NOTE

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

Multiple parcels will require authorization from each property owner.

SECTION B**DIGITAL COPY**

Provide a digital copy (PDF) of all project files. All PDF files must follow the below requirements:

- Unlocked & unencrypted in PDF format

SECTION C**SITE PLAN**

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- Name, address, and phone and fax number of applicant, owner, architect and/or engineer
- Tract Number
- Tract Product Name
- Graphic scale (with bar scale) and north arrow
- Vicinity map
- Date Site Plan prepared
- Existing property lines in bold and label all dimensions (metes and bounds)
- Location and dimensions of all existing and proposed easements
- Location, type and height of all street, parking and pedestrian lights
- Location and dimension of the following:
 - All existing and proposed structures, including building setbacks
 - All landscaping and pedestrian walkways (shaded)
 - All walls and fences
 - Drive aisles, loading zones and parking stalls
 - Existing or proposed fire hydrants and Fire Dept. connections both onsite and within 100' of the project site
- Americans with Disabilities Act (ADA) path of travel (horizontal path of travel only)
- Proposed temporary power locations (to and from power) and/or generator locations (separate permits may be required).

SECTION D**PRECISE GRADING PLAN**

Scale: Engineering scale not to exceed 1"=40'.

On large scale drawings, 1"=20', or larger it will generally be desirable to include the grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted. A Registered Civil Engineer shall prepare grading plans

The following information shall be included on the plan:

- Name, address, and phone and fax number, of applicant, owner and engineer
- Legend, north arrow, bar and graphic scale, vicinity map
- Assessor's Parcel Number(s)
- Legal description (i.e. Tract / Parcel Map and lot(s) / parcel (s))
- Metes and bounds (i.e. bearing and distance)
- Location and dimensions of existing and proposed easements
- Top of curb elevation at property line
- Locations of existing public utilities
- Drainage facilities
- Label all slopes
- Location of utility connections (i.e. sewer and water)
- Delineation of special hazard zones (i.e. FEMA floodplains, floodways, earthquake faults and liquefaction zones)
- Pad and finished floor elevations
- Americans with Disabilities Act (ADA) path of travel

SECTION E**APPROVED ROUGH GRADING PLAN**

Scale: Engineering scale not to exceed 1"=40'.

- Please provide a copy of the previously approved rough grading plan.

SECTION F**SALES TRAILER ELEVATIONS**

Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and accessory structures (trash enclosures, walls, carports, etc.). Include cross-section(s) of building(s) with proposed grades.

The following information shall be included on the elevation plans:

- Name, address and phone number, of the applicant, architect and/or engineer
- Location of building address and wall mounted signs for all sides of the building(s)
- Shading, as applicable, to give the elevations some graphic dimension
- Location of walls and fences
- Roof top mechanical equipment screens
- A schedule for colors and materials and specific location of their use
- Height of buildings with dimensions

SECTION G**SALES TRAILER FLOOR PLAN**

Scale: *The scale used on the floor plans shall be no less than 1/4" per foot. Plans must be fully dimensioned. Large projects shall be no less than 1/8" per foot with 1/4" per foot details). The Floor plans shall illustrate all proposed (and existing, if applicable) buildings and structures. The following information shall be included on the plans:*

- Proposed use for each room
- Proposed square footage for each room
- Clearly label and identify:
 - Restrooms
 - Exits
 - Doors
 - Hallways
 - Corridors
 - Patio
 - Other

SECTION H**SALES TRAILER LANDSCAPE PLANS**

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the Model Home Complex Construction Landscape Plan:

- All sheets shall be clearly labeled, "Sales Trailer Landscape Plans: Tract XXXX-X"
- Name, address, and phone number of applicant, architect, engineer and/or landscape architect
- Graphic scale and north arrow
- A note which indicates the following:
 - That all beds have 2" mulch
- Location of all proposed buildings, paved surfaces, transformer and other utility connections, walls/fences, curbs and sidewalks
- Roof outlines including eave overhang
- Location of all proposed plant material; trees, shrubs and groundcover
- A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, and spacing
- Location and elevation of mounding, if proposed
- Graphically indicate all slopes, which equal or exceed 3:1
- Graphically indicate all vehicle sight lines
- Generally describe the type of irrigation system to be implemented

SECTION I**LINE ITEM COST ESTIMATE**

Provide a Line Item Cost Estimate detailing the items that will be removed at the conclusion of the sales period and the cost to remove and/or replace the following:

- Trap Fencing
- Sidewalks
- Driveways
- Fencing
- Landscaping
- Parking Areas
- Sales Trailer
- Other

SECTION J**DRAFT SALES TRAILER REMOVAL BOND & AGREEMENT**

Download the standard bond application (TemeculaCA.gov/PLBond) and provide a **draft (unsigned)** copy of the agreement for staff's review. Prior to the approval of the Sales Trailer permit, a completed, signed, and approved bond will be required.

NOTE: Final bond approval takes approximately three weeks. Please coordinate final bond documents with your case Planner once the line item estimates and the draft bond language is approved.