

ESTOPPEL LETTER REQUIREMENTS SINGLE FAMILY MODEL HOME PERMIT

Purpose:

- Is a service to the developer to allow up to five model homes to be built for marketing purposes prior to plat recordation while the subdivision construction is still underway.
- The estoppel letter protects county from model homes being sold prior to plat approval and recording.

Approval Requirements:

In General: Responsibility of Development Review Manager to Approve Estoppel Letter model home requirements. Approval limited to *five (5)* model homes unless additional model homes are allowed by the Development Review Manager. Request for additional homes must be made in writing. (Sec 35.16)

- _____ The subdivision must be under construction with the appropriate site construction permit approved.
- _____ The roads within the subdivision must be stabilized and water service installed providing for fire protection (including fire hydrants) (check with Jackie).
- _____ Verification from the applicable site inspector and Utilities (Becky Noggle) that the road is stabilized, water service available and fire hydrants are in place and that fire flow is adequate. **DEP Certification- Water Lines have been tested.**
- _____ Check the location of the requested model home, they should be clustered. Are they building a real model home? **Site plan approval shall have occurred for model home center prior to issuance of model home permits. See model home center requirements.**
- _____ Put original estoppel letter in DR file; put copy with the Building Permit
- _____ Fax copy of estoppel letter to Becky Noggle for their files. (Fax #: 2019)
- _____ The final plat must be submitted and have had a Staff Comment Document prepared.
- _____ Street name approval is required. Seminole County regulations (Ord. 00-22, Sec. 90.10 (d) and (e)) require that "Model homes requiring estoppel letters require street name approval of the plat prior to issuance of building permit. The street name approval is verified by addressing in the single family permit section. The check-off here is to make sure the street name approval by addressing is reflected in the ComDoc for the plat. (check with Diane Koschwitz in Addressing)
- _____ The temporary street signage must be in place. Seminole County Ord. 92-1, Part 12, Sec. 40.231, requires that no building permit may be issued unless the "Private" or "Public Way" for the street the home is located is marked with temporary street signage. Addressing inspects the subdivision for placement of the signs. (check with Keith Denton)
- _____ The subdivision name must have been approved by addressing. Make sure the ComDoc for the plat reflects the approved name by addressing.
- _____ An original estoppel letter must be executed and provided with each model home. An executed power of attorney document is necessary if the owner's signature is not on the estoppel letter. An estoppel letter form is available in L:\dr\projects\forms\estoppel-001.doc.
- _____ A commitment card must be on file for the subdivision. Coordinate with the zoning technician if it has not been prepared at the time the model home permit is submitted.

Process:

- The building permit for each model home is routed to Development Review for coordination of the estoppel letter requirements.
- The requirements for estoppel letter requirements as noted above are coordinated by the PM. A signed and notarized estoppel letter and, if applicable, an executed power of attorney form must be provided for each model home.

- Do not hold the permit until all requirements are in place. Reject the permit and send it to the next reviewer. Contact the applicant and send a letter indicating the requirements necessary to approve the permit addressed.
- Approve the permit when all of the requirements have been met. If any problems remain outstanding, alert the Principal Coordinator or Principal Planner.