PURPOSE:

To clarify procedures for who and how to process requests for model home abatement required for issue of permits for model homes before final map has been recorded.

PROCEDURE:

- Applicant fills out the Building and Code Compliance Agreement to Abate Model Homes by Demolition
- Applicant’s signature must be notarized
- Separate forms are required for each model home
- Building Official signs agreement
- If the forms are submitted before the applicant is ready to pay the deposit, the forms are put with the permit package
- At the time of permit issuance or when the applicant is ready to pay the deposit, the funds are deposited into Acct# 0880-2167, using Permits Plus and the Building Permit application number
- The paperwork is given to Building Division staff to hold in the Model Abatement Agreement file.
- When the final map is approved, the applicant must write a letter to the City regarding the final map approval and provide instructions for sending the refund (payee and mailing address)
- Copies of all documents must be sent to Accounts Payable when received
- Building Division staff fills out a Payment Request and has it signed by ASO to send to Accounts Payable for refund of the deposit

Jesse Oswald, Chief Building Official
Agreement to Abate Model Homes by Demolition

THIS AGREEMENT, entered into this __________ day of _________________, 20__, between ______________________________________________ (“APPLICANT”), and THE CITY OF SANTA ROSA, a charter city (“CITY”).

WHEREAS, the APPLICANT requests permission to construct model homes at __________________________________________ prior to recordation of the Final Subdivision Map, under the provisions of Section 66499.30 (a) of the California Subdivision Map Act.

AGREEMENT

NOW, THEREFORE, THE PARTIES DO AGREE AS FOLLOWS:

1. **SECURITY DEPOSIT FOR ABATEMENT:**

   APPLICANT does hereby agree to provide CITY with a Certificate of Deposit or check in the amount of $ ______________, made payable to the City of Santa Rosa, which funds shall become available for CITY’s use in abating the structures in the event the Final Subdivision, Parcel, and/or Tract Map is not recorded and the Subdivision is not completed.

   Said security shall remain on deposit until recordation of the Final Subdivision Map, at which time CITY shall return said funds to APPLICANT.

2. **TIME OF PERFORMANCE**

   In the event the Final Map is not recorded by __________________________, CITY (Date) shall be authorized to remove the structures by demolition of any means.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year above first written.

CITY OF SANTA ROSA
A Charter City

By: _________________________ By: _________________________
Title: _________________________ Jesse Oswald, C.B.O.
Chief Building Official

Date: _________________________ Date: _________________________

Notary Public Stamp Below: For Office Use Only:

CD# __________________________
Bank: _________________________
Amount: _______________________
Check#: _______________________
Bank: _________________________
Name: _________________________
Receipt#: ______________________
Amount: _______________________
Total: _________________________