

Temporary Sales Trailer

Application for Approval (6 months occupation)



A sales trailer to be occupied longer than 6 months requires approval by the Development Review Board.

To initiate this type of request, submit a [pre-application request](#).

Approvals required for installation of a “Temporary Sales Trailer”:

1. Design Review approval through a pre-application submittal.
2. Final site plan and grading and drainage plan approval by the Civil Engineering, Fire and Current Planning Division.
3. Site Inspection.

Application Submittal Requirements:

Property Owner’s Authorization

Context Aerial and/or Site Location Map

Documentation of Native Plant Permit Compliance

One Copy of the Approved and Recorded Final Subdivision Plat or Condominium Plat

- Show all easements (drainage, utility, NAOS, etc.)

Submit Trailer Information - showing or describing:

- Brochure, photographs or architectural elevations showing the trailer (including height);
- Color samples of trailer (color of trailers located within the ESL shall not have a light reflecting value greater than 35%, and shall not exceed a value of 6 and a chroma of 6 as indicated in the Munsell Book of Color);
- Solid skirting provided around trailer to screen any undercarriage structure (or bury undercarriage below grade);
- Floor plan. All public restrooms shall meet ADA requirements;
- No outdoor portable lavatories shall be allowed; and
- Mechanical equipment mounted to the trailer shall be screened.

One Copy of a Site Plan that Includes the Following Information:

- Location of nearest active fire hydrant (must be within 600 ft of the trailer, measured along an approved access drive);
- All-weather access provided and maintained from an improved street to the proposed parking area (min 24-ft wide). Access and parking areas shall be paved to City standards, or paved with 8-in min. of compacted decomposed granite or aggregate base course (ABC) (Treatment of access and parking area must be with a dust- proof surface);
- Parking blocks provided for each parking space and (if applicable) around the parking area if there are slopes;
- Access to trailer meets the State and Federal Americans with Disabilities Act (ADA) requirements for handicap accessibility;
- Setbacks from all property lines (trailers must meet all applicable property development standards);
- (If applicable) Proposed landscaping (Plantings in non-ESL areas can only include species from the Arizona Department of Water Resources Low-Water Use Plant List. Plantings in ESL areas are limited to the City’s approved indigenous plant list. Turf shall be limited according to the ESLO and City Code, Section 49-79 and 49-79.1); and
- (If applicable) Location of NAOS easements (the trailer, access and parking area must not encroach into designated NAOS areas). Identify limits of construction.

Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Model Home / Sales Office



The following notes and information must be demonstrated on the plans for review.

The sales office shall be accessible to those with disabilities in compliance with the Americans with Disabilities Act.

Entry walk from the parking lot to the sales office shall be minimum 36" wide with a stable and firm surface.

Walkways to the main entry shall not have steps.

Ramps which slope greater than 1:20 (>5%) shall have handrails on both sides, extending 12" beyond each end of the ramp.

Ramps shall have landings at top and bottom of run.

Side slope of landings max. 1:50.

The landing at the entry door shall be 18" wider on the latch side of the door if the door swings out, and 12" wider than the door on the latch side if the door swings in.

Entry landings shall be 60" minimum outward from the door (doorway) if the door swings out, and 48" minimum outward from the door (doorway) if the door swings in.

Landing at entry shall be at the same elevation as the interior slab.

Landing shall slope a maximum of ¼" per foot in any direction.

A maximum threshold of ½" may be used if sides are beveled.

Entry door shall have lever hardware on both sides or other easily openable hardware which opens with one operation of the hand equal to opening by using a closed fist.

Sliding door entries may only be used if easily openable with one operation of the hand (closed fist).

Floor surfaces inside the sales office shall be firm and slip resistant.

Sales offices shall also provide safety glazing at both interior and exterior locations where required by code.

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