



CITY OF
SANFORD
BUILDING DIVISION

Cottage Homes Package

Cottage Homes Program Application Process

The following guidelines are meant to assist you in the application process of obtaining a permit to build one of the Cottage Homes. Failure to follow these guidelines may delay the issuance of your permit.

Step 1: Please review the Cottage Homes floor plans and elevations, included with the Cottage Homes package. Choose which model you would like to build.

Step 2: Determine if the model you have selected to build will be approved for the intended lot. This can be done through the Planning Division. They can be contacted at 407.688.5183

Step 3: Submit for permit. The following information will need to be submitted:

- Model Selection Form (Signed)
- Application Process Form (Signed)
- Cottage Homes Owner Agreement (Signed/Notarized)
- Proof of Ownership (of the lot)
- Signed & sealed certified Survey (responsibility of the applicant to provide)

Step 4: The submittal information will be reviewed. Standard permit information will be collected such as licensed contractor information.

Step 5: The permit will be issued, upon approval of the submitted documents. Standard permit fees and any applicable impact fees will be required to be paid.

- Upon issuance you will receive a stamped/approved copy of construction documents

Truss Engineering

An engineered truss package will be provided as part of your construction documents. The applicant will be required to contract with a truss engineer to have the trusses fabricated, based off of the approved design. No changes to the truss design are permitted. It is recommended to have this completed prior to going vertical on the home as to not experience a delay in construction.

Revisions

No revisions to the home will be permitted for this project. Any alternate construction that differs from the engineered plans will be required to be removed and re-built to the standards of the plans. (Exception: Product Approval)

Product Approval

Each model has a specific product approval package. Upon issuance of your permit please read the product approval guidelines and any changes will need to be reflected on a new product approval specification form and submitted for review.

Applicant's Signature: _____

Date: _____



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Cottage Homes Program Model Selection

Please complete the following and include this form with your Building Permit submittal

MODEL SELECTED: _____

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____



Cottage Homes Program Owner Agreement

The applicant must agree to the following guidelines:
(Please initial to the left of each statement)

	Parcels or lots must be within the corporate limits of the City of Sanford
	Parcels must be zoned or eligible for single family residential development
	Any vacant parcel eligible for single family residential development may utilize the Final Construction Documents. (This includes conforming parcels and non-conforming parcels.)
	A site plan consistent with all Land Development Regulations must be submitted prior to the release of the Final Construction Documents
	Proof of ownership and a survey must be submitted prior to the release of Final Construction Documents
	A Building Permit must be on file prior to the release of the Final Construction Documents
	The Final Construction Documents were acquired by the City as intellectual property for use by local building contractors for construction of single family residential homes with the City limits only. The Final Construction Documents may be provided for a fee, to be established by the City Commission, for use outside the City limits. However, the City will provide no guarantee that other jurisdictions will accept the City of Sanford pre-approved master filed Final Construction Documents.

Property Address: _____

Applicant Name: _____

Applicant Signature: _____ Date: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ (name of person acknowledging) who is personally known to me; or has produced _____ as identification.

Signature of Notary Public (Seal)



CITY OF
SANFORD

Cottage Project

Model 1

1-Story 1 Bedroom / 1 Bath
1125 Square Feet (Total Under Roof)
243 Square Feet (Garage)

Elevations



Model 1B

Master File Permit # MAS20-000004



Model 1B-F2

Master File Permit # MAS20-000005



Model 1B-R
(flipped)

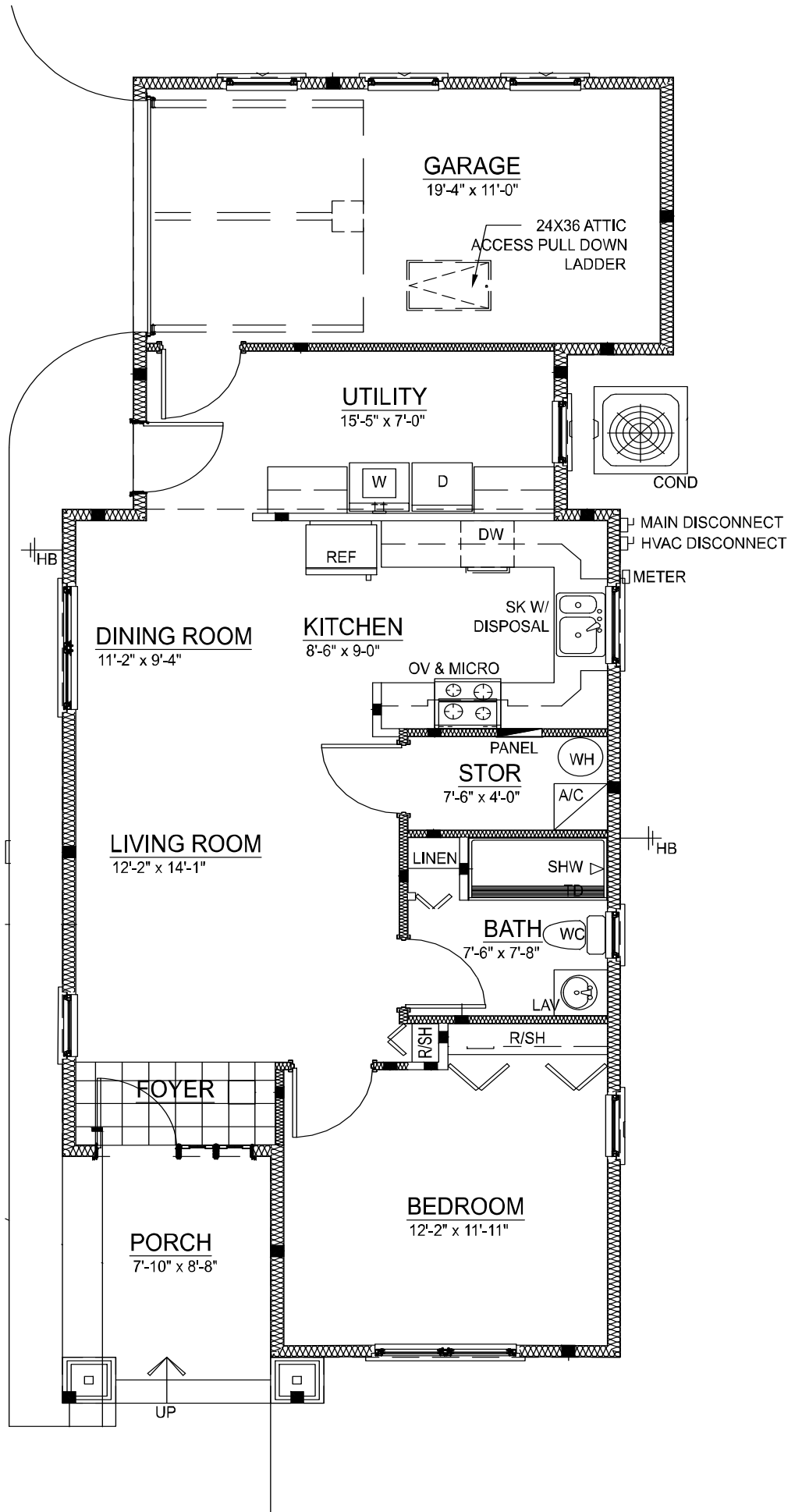
Master File Permit # MAS20-000006



Model 1B-R-F2
(flipped)

Master File Permit # MAS20-000007

Cottage Model 1B Floor Plan





CITY OF
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Cottage Project

Model 2

2-Story 2 Bedroom / 2.5 Bath
1756 Square Feet (Total Under Roof)
244 Square Feet (Garage)

Elevations



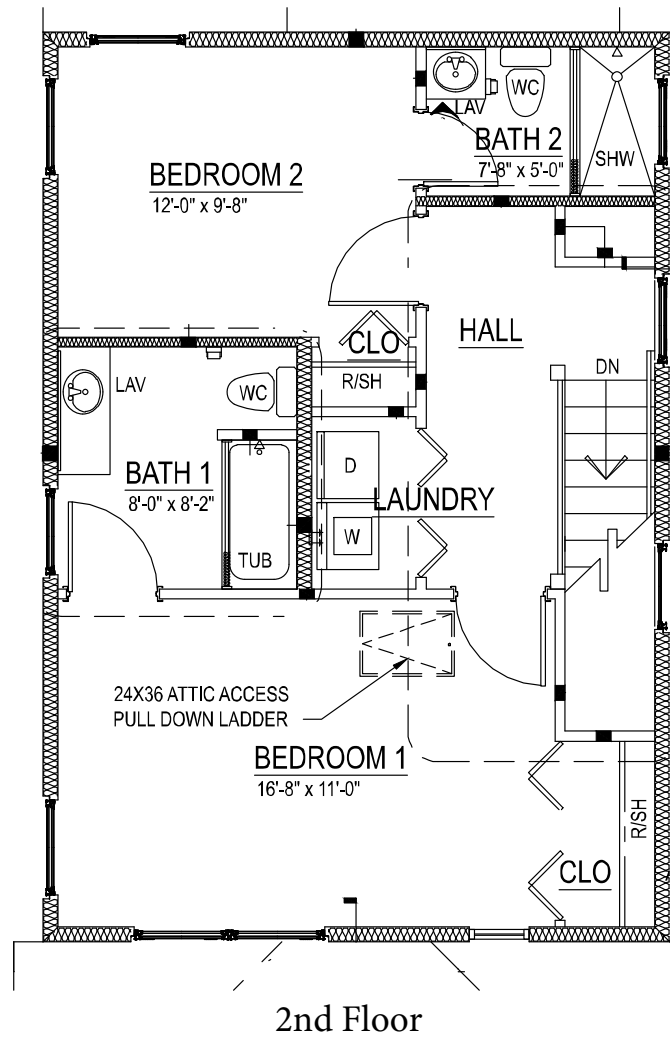
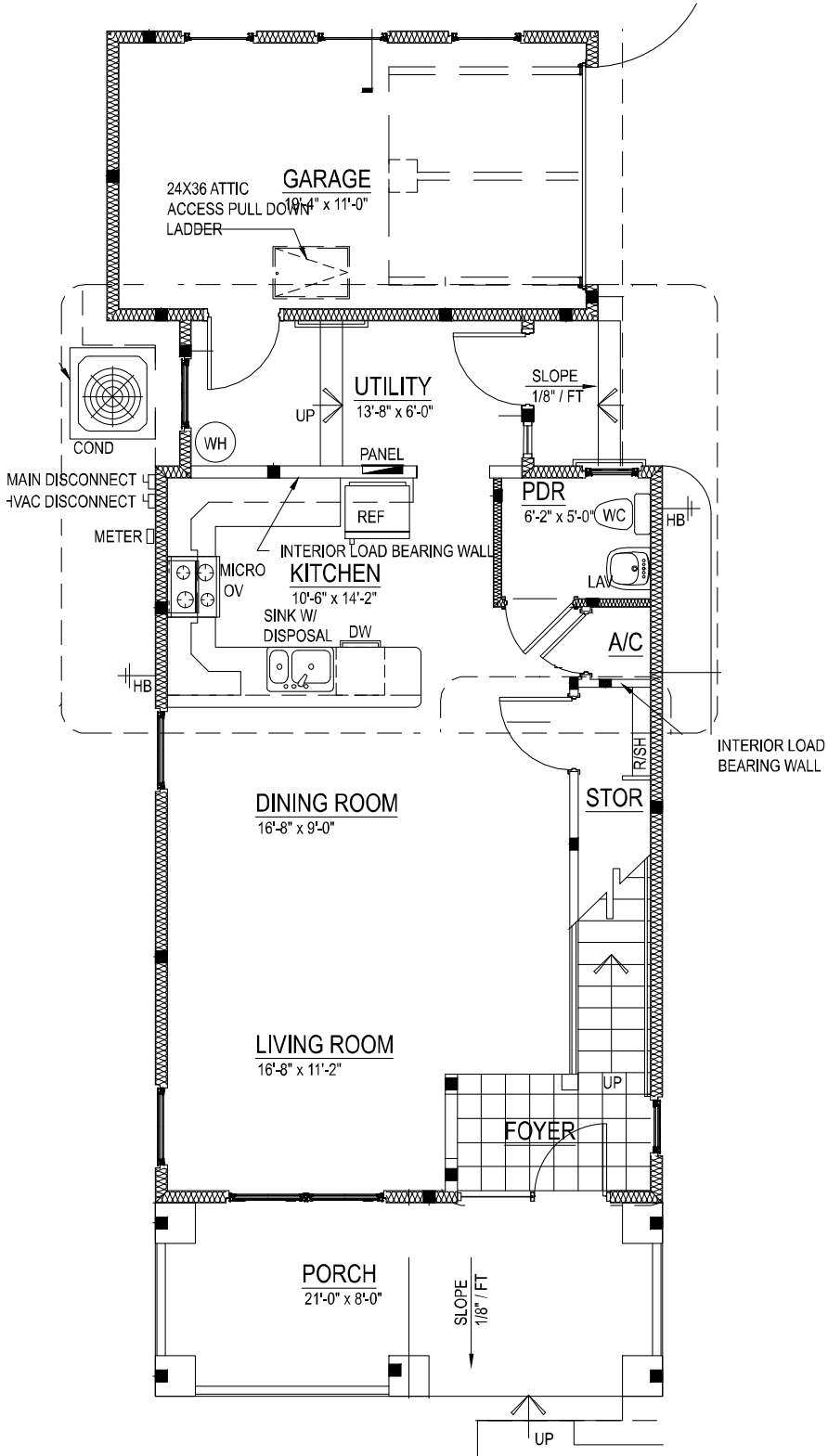
Model 2B
Master File Permit # MAS20-000008



Model 2B-F2
Master File Permit # MAS20-000009

Cottage Model 2B Floor Plan

1st Floor





CITY OF
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Cottage Project

Model 3

1-Story 2 Bedroom / 2 Bath
1546 Square Feet (Total Under Roof)

Elevations

Model 3B

Master File Permit # MAS20-000010

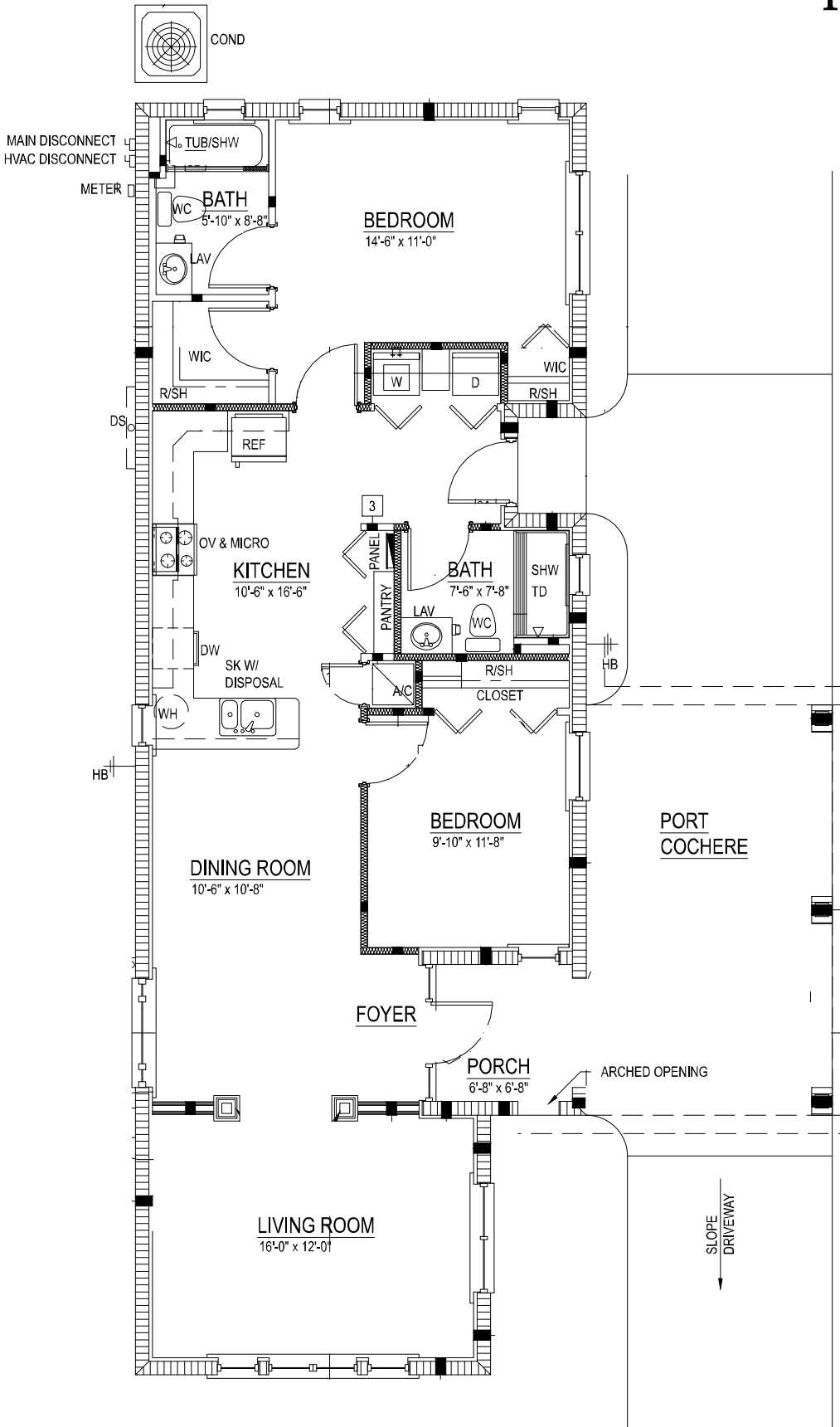


Model 3B-F2

Master File Permit # MAS20-000011



Cottage Model 3B Floor Plan





CITY OF
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Cottage Project

Model 4

2-Story 2 Bedroom / 2.5 Bath
2507 Square Feet (Total Under Roof)
216 Square Feet (Garage)

Elevations



Model 4B

Master File Permit # MAS20-000012



Model 4B-F2

Master File Permit # MAS20-000013



**Model 4B-R
(flipped)**

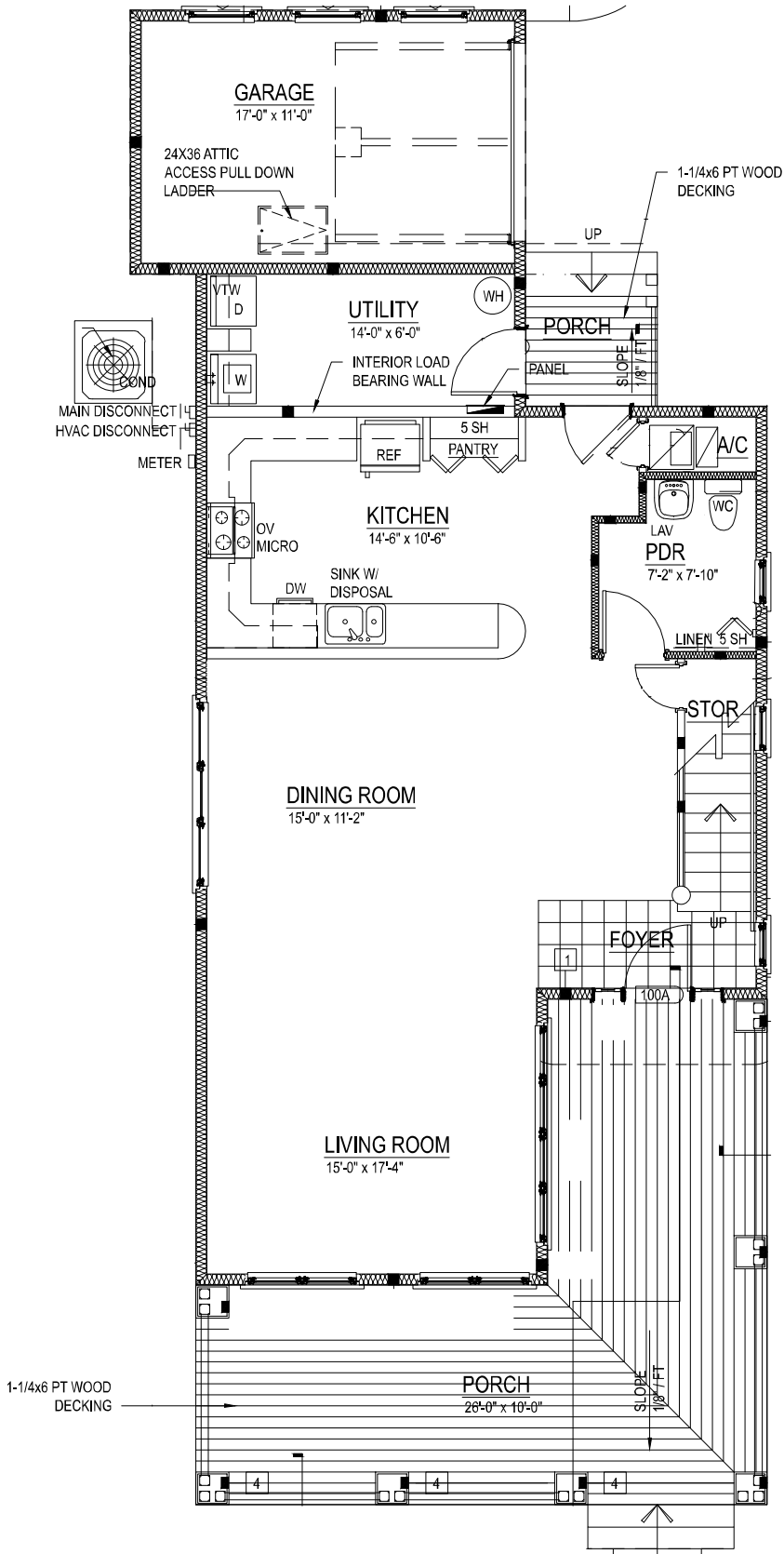
Master File Permit # MAS20-000014



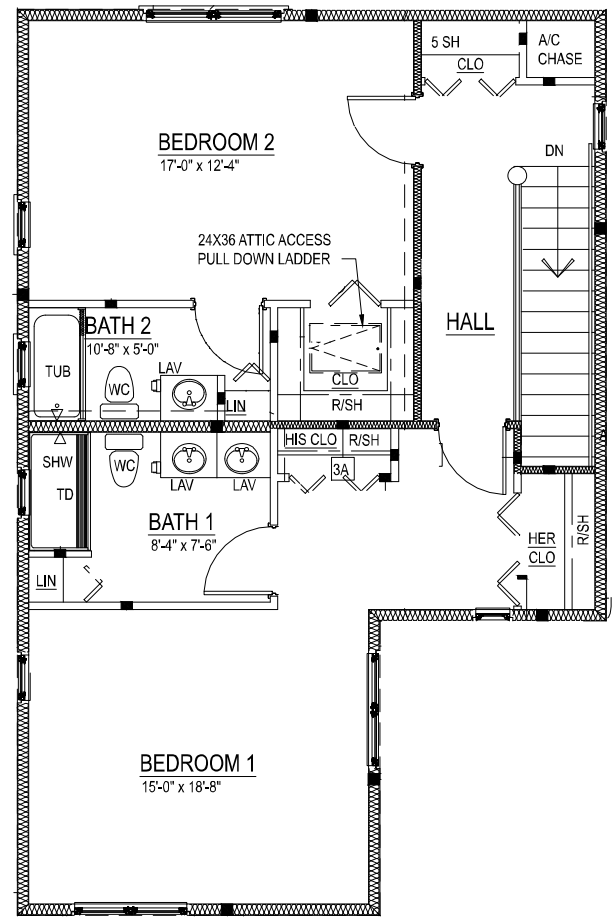
**Model 4B-R-F2
(flipped)**

Master File Permit # MAS20-000015

1st Floor



Cottage Model 4B Floor Plan



2nd Floor