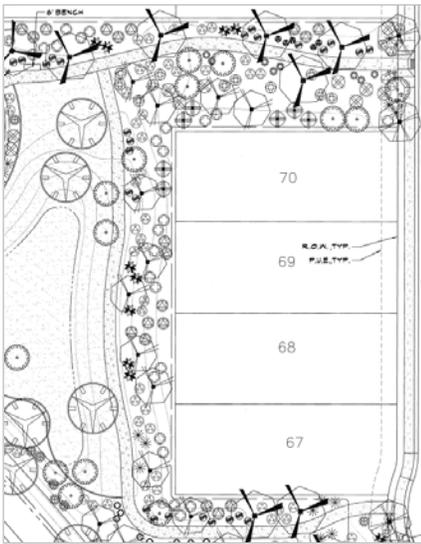


Planning and Community Development Department



Process Guide and Application Packet  
Group Home



*This Process Guide and Application Packet may be revised from time to time.  
Contact Planning and Community Development staff at 623-773-7200  
or visit the website below for more information.*

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This document available online at: [www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning)

## Introduction

The City of Peoria has established requirements for those uses commonly referred to as “Group Homes”. As part of the requirements for State Licensing, the applicant must obtain zoning approval from the local municipality.

Within the City of Peoria, zoning approval is granted by obtaining a Group Home Compliance Letter. To begin the process of obtaining a Compliance Letter, the property must first be registered with the City of Peoria. This Process Guide and Application Packet contains the information and forms necessary to submit that request. Below is a brief summary of the Group Home registration process.

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## Process Overview

### Verify Your Location Is Eligible

- Proposed location must be at least 1,320 feet from another group home.
- The minimum distance separation is measured between parcel boundaries, and it is not dependent on the number of residents of the facility.
- A map of registered group homes with the City of Peoria may be viewed online at:  
<https://www.peoriaaz.gov/business/development-services/online-services>

### Registration Submittal Requirements

- Before a Group Home Compliance Letter may be issued, the applicant must submit a request to register a property with the City of Peoria. Note: Submittal of a registration packet does not mean that zoning approval has been granted by the City of Peoria.
- To register a Group Home with the City, the following forms contained within this guide are required:
  1. Application Form
  2. Ownership Authorization Form

Note: Staff will not accept alternate forms for ownership authorization.

### Review Process

Staff reviews the packet to determine if all of the necessary information has been submitted, and then reviews the proposed facility for conformance with City of Peoria Zoning Ordinance.

### Building Development and Fire Department Inspection

Building Development Inspection and Fire Department Inspection approvals are required within 180 days of registration submittal.

### Letter of Compliance

Once a complete registration packet is received and all inspection approvals obtained, Planning Division staff will issue a Letter of Compliance to the applicant.

## Process Overview *(continued)*



### Proof of License

Final approval from the City of Peoria is not given until the applicant provides proof of license from the applicable state licensing agency to the Planning Division within the required timeframe noted below.

	<b>Zoning Approval is Not Final Until Proof of License Submitted</b>
	Applicant is required to provide a copy of certificate issued by the applicable state licensing agency to the Planning Division <b>no later than 180 days</b> after the Letter of Compliance is issued.

Failure to provide proof of license within the required timeframe will result in a notice being sent to the applicable state licensing agency indicating the City of Peoria has invalidated the registration and rescinded its zoning approval for the Group Home.

## Registration FAQs

- [Are you leasing the home? Is the property is under contract? Is the home is being built?](#)

You may register the property as a Group Home if you are able to provide a **notarized** Ownership Authorization Form contained within this process guide stating they grant permission for the applicant to register and operate a group home at their property.



If you register the property and are unable to complete all of the inspections within the 180 day timeframe, the registration becomes invalid. You will need to start the process again.

- [There is more than one property owner. Does everyone need to sign the form?](#)

Yes, all owners must sign the authorization form, or they can provide a separate statement signed by all owners indicating that a designated owner may act on their behalf. If a separate signed statement is provided, then only the designated owner is required to sign the Ownership Authorization Form.

- [Does the Letter of Compliance expire?](#)

Yes, the Letter of Compliance becomes invalid 180 days after the issue date if the applicant does not provide a copy of the certificate from the applicable state licensing agency to the Planning Division within required timeframe.

*Still have questions? Contact Planning and Community Development staff at 623-773-7200.*

***It is the Applicant's responsibility to meet all State, County, City, and HOA requirements.***

*This guide is intended to provide information relative to the zoning approval process to register a group home with the Planning Division of the City of Peoria. Additional approvals are required from the Building Development Division, and Fire Department. It is recommended that you contact these departments at the phone numbers below:*

Building Development Division	623-773-7225
Fire Department	623-773-7246



# Group Home Registration Form

## Purpose

As part of the requirements for State Licensing of a facility known as a "Group Home", the applicant must obtain zoning approval from the local municipality. Within the City of Peoria, zoning approval is granted by obtaining a Group Home Compliance Letter. The purpose of this Group Home Registration Form is to initiate a request to obtain zoning approval for a Group Home within the City of Peoria. Submittal of this registration form does not constitute that zoning compliance has been granted by the City of Peoria. Refer to the Group Home Process Guide for more information about submittal requirements, and review and approval process.

Staff Use Only	
Date:	_____
Case:	_____
Staff:	_____
Mapping:	_____

## Facility Information

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of Residents:     1 - 5     6 - 10

## Applicant Information

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## Person Responsible for On-site Operations

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Initials \_\_\_\_\_

Property Owner Information

Name:
Address:
City / State / Zip:
Phone: Email:

State Licensing Information

Type of License:
Licensing Agency: License Number:

Applicant Certification

Please initial each statement to acknowledge that you have read and understand each of the requirements.

I hereby certify that the information provided related to this application is true, correct and complete to the best of my knowledge, and that I am authorized to execute this application.

I understand that any false or inaccurate information on this Group Home Registration Form may result in revocation of City of Peoria zoning approval, without refund of any application fee.

I hereby agree to comply with all applicable City of Peoria and State of Arizona licensing agency regulations.

It is my understanding that failure to comply with the applicable regulations will result in my right to operate this Group Home in the City of Peoria to be revoked.

I understand that this Group Home registration and zoning approval is restricted to the subject property and cannot be transferred to another location.

I understand that the Group Home business is required to cease operations if the State licensing agency revokes or terminates the right to operate for any reason.

I hereby agree to notify the City of Peoria in writing within five (5) business days if the State revokes or terminates the right to operate, or ceases operations for any reason.

The applicant shall provide a copy of the issued State Department of Health license to the Planning Division no later than 180 days after the final approval signature on the Letter of Compliance.

If proof of the State Health license is not provided within 180-days of zoning approval, I understand the Group Home registration will be rescinded and a Code Compliance Officer may visit the property.

Printed Applicant Name

Company Name (if applicable)

Signature of Applicant

Date



## Property Owner Authorization Form

### Property Information

Property Address \_\_\_\_\_

Maricopa County  
Recorder's Office  
MCR# (Deed) \_\_\_\_\_

### Property Owner Authorization and Certification

- I hereby certify that I am the owner of the subject property, or that I am the duly and lawfully appointed agent of the property listed above, and as documented in the deed recorded in the Maricopa County Recorder's Office.
- As the owner of the property, or as the duly appointed agent, I further hereby certify that I have the authority to sign this registration request on the owner's behalf.
- I hereby authorize the home at the address identified above to be registered as a Group Home with the City of Peoria and allow the Applicant as identified on the Group Home Registration Form to proceed with all necessary activities to register the home.
- I understand that in order for this property to be registered as a Group Home by the City of Peoria, proof of license by the State of Arizona as a health care facility is required to be provided to City staff prior to the commencement of operation.
- I understand that if proof of the license is not provided within the specified timeframe after zoning approval, I understand the Group Home registration will be rescinded and a Code Compliance Officer may visit the property.
- I hereby authorize City of Peoria's staff to conduct any necessary site visits and/or inspections of the property identified above.

\_\_\_\_\_  
Owner Initials

**Property Owner Authorization and Certification (continued)**

I hereby certify that am the owner of the aforementioned property that is the subject of this application. By signing below I hereby acknowledge that I have read and agree to comply with all of the aforementioned conditions and regulations.

\_\_\_\_\_  
Printed Owner Name

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

*Notarization of Property Owner's Signature – Note: Application will not be accepted without notarization*

State of \_\_\_\_\_ ) ss

County of \_\_\_\_\_ )

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by [name] \_\_\_\_\_, and if an organization, of \_\_\_\_\_, an  
[state] \_\_\_\_\_ [organization type] \_\_\_\_\_, on its behalf.

My Commission Expires:

\_\_\_\_\_  
Notary Public



Letter of Compliance for Group Home Registration

This document is to provide the applicable State Agency with evidence that a group home may be approved in the City of Peoria at the subject site. Completion of the zoning, fire, and building safety portions of this document verifies that the City has reviewed the registration request for the subject Group Home and that all City requirements have been met at this time, subject to approval of a State License. Continued compliance with City of Peoria requirements for the subject group home is contingent upon yearly renewal of any applicable required fire inspection, and maintenance of the applicable State License, as well as applicable Peoria Group Home regulations.

Case Number

\_\_\_\_\_

Facility Name:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number

Fax:

\_\_\_\_\_

Number of

1 - 5

Sprinklers not required

Residents:

6-10

Sprinklers are required

Contact Name:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone:

Cell:

\_\_\_\_\_

Letter of Compliance Expiration

This approval will expire 180 days after the latest approval date identified on this form by city staff unless a license from the applicable state agency has been obtained and a copy of said license provided to the City of Peoria Planning Division. Compliance Form is not complete until signed by City of Peoria Building, Fire, and Planning staff.



Letter of Compliance for Group Home Registration (cont'd)

Case # / Address \_\_\_\_\_

Facility Name \_\_\_\_\_

<b>City of Peoria Use Only</b>	
<b>Building Development Compliance</b> The property has complied with all current City of Peoria Building Code requirements at the time of inspection for a Group Home, and received Building Development inspection approval for use as a group home.	
_____ Signature	_____ Date
_____ Name	_____ Title
<b>Fire Code and Inspection Compliance</b> The property has complied with all applicable City of Peoria Fire Code and Inspection requirements for a Group Home at the time of inspection based on the number of residents identified on previous page.	
_____ Signature	_____ Date
_____ Name	_____ Title
<b>Zoning Compliance</b> The property has complied with all current City of Peoria Zoning Ordinance requirements for a Group Home based on the number of occupants listed on this application.  Note: Zoning compliance section will not be completed until city staff has signed the <i>Building Development Compliance</i> and <i>Fire Code and Inspection Compliance</i> sections above.	
_____ Signature	_____ Date
_____ Name	_____ Title