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PLANNING DIVISION
Planning & Community Development Department

RESIDENTIAL GROUP HOME PROCESS GUIDE

April 2012

RESIDENTIAL GROUP HOME PROCESS GUIDE
FOR
ZONING APPROVAL

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. Before a Zoning Compliance Letter is granted, the applicant must obtain several items as identified below in the requirements portion. For those homes that are registered with Maricopa County through the Foundation of Senior Living, zoning approval from the City is required. The following is a guide that outlines the steps necessary to obtain a Zoning Compliance Letter.

Copies of the applicable regulations can be obtained from the Planning Division counter within the Development and Community Services Building, 9875 North 85th Avenue, or by contacting the Planning Division at 623-773-7601.

NOTE: THIS GUIDE IS INTENDED ONLY TO PROVIDE INFORMATION RELATIVE TO THE ZONING PROCESS TO REGISTER A GROUP HOME WITH THE PLANNING DIVISION OF THE CITY OF PEORIA. ADDITIONAL APPROVALS ARE REQUIRED FROM THE BUILDING SAFETY DIVISION, FIRE PREVENTION DEPARTMENT, AND SALES TAX DIVISION. IT IS RECOMMENDED THAT YOU CONTACT THESE DEPARTMENTS AT THE PHONE NUMBERS BELOW:

BUILDING SAFETY DIVISION	***623-773-7225***
FIRE PREVENTION DEPARTMENT	***623-773-7246***
SALES TAX DIVISION	***623-773-7160***

Review and Approval Process

Upon submittal of a complete application, Planning staff will review the proposed facility for conformance with City of Peoria Zoning Ordinance. The following information is required to constitute a complete submittal.

Planning Approval Requirements:

A. Application Form

B. Ownership Verification Form with ownership or lease documentation

C. Top half of Zoning Clearance Form

D. City of Peoria Business License Number

E. Building Safety Inspection and Fire Inspection within 30 days of application

The primary review of the application is to determine if:

1. There is another group home or group care facility within **1,320 feet of the parcel boundaries** of the proposed location and;
2. All applicable city and state requirements are met.

The Planning Division, to verify proximity requirements, maintains a map of registered group homes which may be consulted. The applicant must verify compliance with State, County, City, and HOA requirements prior to submittal of the application.

Process for Group Home Registration

PRE-SUBMITTAL

- Applicant verifies proposed group home location meets the required 1320 foot distance separation from another group home by contacting Planning at 623-773-7601. Distance requirement is not subject to the number of residents, unless the group home will house individuals with developmental disabilities. If six or fewer developmentally disabled individuals will be living at the group home, then pursuant to State law the distance requirement will not apply.
- Applicant completes State Assisted Living Facilities Manager's and caregiver certifications (if necessary) or can provide proof of state certifications. Visit www.azncia board.us for information.
- Applicant currently owns proposed location or has a lease agreement to be eligible to register.
- Applicant reviews the R4 Residential Care / Assisted Living Building Safety Handout for required safety requirements.

GROUP HOME SUBMITTAL

- Applicant submits completed Group Home Registration packet.
- Applicant Submits proof of ownership or a lease agreement with a notarized authorization letter from the homeowner to operate a group home business at their property.
- All fees are due at time of registration and can be paid at Development & Community Services cashier.

APPLICATION PROCESSING

- Application will be reviewed.
- Any required safety improvements must be completed by applicant.
- Building Safety and Fire Inspections are to be scheduled no later than **30 days** after registration packet has been submitted.

GROUP HOME APPROVAL

- Applicant brings Zoning / Building Letter of Compliance form signed by Building Inspector into Planning office for final signature.
- Applicant applies for State License no later than **30 days** after final Planning signature has been obtained on the Letter of Compliance and submits proof of application to the Planning office.
- Final City Group Home approval will be official when the State Health Department issues a State License to the applicant to operate and proof is submitted to the City of Peoria Planning Division.
- Business License Application submitted and fees paid.

A Residential Group Home shall comply with the following regulations:

(Please initial at each statement indicating that you have read and understand each of the below requirements.)

_____ The Group Home must be in compliance with all applicable regulations.

_____ The Group Home business will cease operation and the City will be notified if the State revokes or terminates the right to operate for any reason.

_____ In the event the Group Home is closed by the applicant, the applicant will notify the City immediately of the closure.

_____ Group Home approval is restricted to the registered applicant and cannot be transferred to another location.

_____ Failure to renew the required yearly City of Peoria Business License by **January 1st** of each year will result in the zoning approval being revoked and notification to the state licensing agency of the change in zoning status.

_____ A Building Safety and Fire inspection will be scheduled no later than **30 days** after the application date.

_____ The applicant shall apply for a State Department of Health license and provide proof of the application to the Planning Division no later than **30 days** after the final approval signature on the Letter of Compliance.

I hereby certify that I have read and understood the above regulations concerning Group Homes, and I agree to comply with them. Further, it is my understanding that failure to comply with the above regulations will result in my right to operate a Group Home in the City of Peoria to be revoked.

_____ _____

Signature of Applicant Date

Planning & Community Development Department

Group Home Registration

Planning Division

Type of Facility: { } Elderly Home { } Juvenile Home { } Behavioral Health Home

DATE:_____ **GROUP HOME NUMBER:**_____

NAME OF FACILITY:_____

ADDRESS:_____

CITY/STATE:_____ **ZIP CODE:**_____

PHONE:_____ **FAX:**_____

NAME OF APPLICANT:_____

ADDRESS:_____

CITY/STATE:_____ ZIP CODE:_____

PHONE:_____ FAX:_____

EMAIL ADDRESS:_____

APPLICANT'S SIGNATURE: _____

PROPERTY OWNER:_____

ADDRESS:_____

CITY/STATE:_____ ZIP CODE:_____

PHONE:_____ FAX:_____

PROPERTY OWNER'S SIGNATURE: _____

NUMBER OF OCCUPANTS:_____

LICENSING AGENCY: :_____

LICENSE NUMBER:_____

(PLEASE ATTACH COPY/OR PROOF OF APPLICATION TO LICENSING AGENCY)

PEORIA BUSINESS LICENSE NUMBER:_____ BUILDING SAFETY PERMIT_____

City of Peoria
9875 North 85th Avenue, Peoria, Arizona 85345

ZONING / BUILDING
LETTER OF COMPLIANCE

This document is to certify:

Facility Name: _____

Street Address: _____

_____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Type of Home: _____

Maximum Number of Residents: _____

Sprinklers Required ☐ YES ☐ NO

The property has complied with all building code requirements for a group home.

BUILDING SAFETY STAFF:

_____ _____
Name Date

_____
Title

The property meets the zoning requirements as required for the type of group home, and maximum of number of residents as listed above.

PLANNING STAFF:

_____ _____
Name Date

_____
Title

THIS DOCUMENT IS TO PROVIDE THE DEPARTMENT OF HEALTH SERVICES WITH EVIDENCE THAT A GROUP HOME MAY BE APPROVED IN THE CITY OF PEORIA. COMPLETION OF THE PLANNING & BUILDING SAFETY PORTION OF THIS DOCUMENT VERIFIES THAT THE CITY HAS REVIEWED THE REQUREST FOR A GROUP HOME AND THAT ALL CITY REQUIREMENTS HAVE BEEN MET, SUBJECT TO APPROVAL OF A STATE LICENSE. CONTINUED CITY ZONING COMPLIANCE IS CONTINGENT UPON YEARLY RENEWAL OF THE REQUIRED CITY BUSINESS LICENSE.