



Planning & Development  
Department

GROUP HOME



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# Planning & Development Department

## GROUP HOME PROCESS & CHECKLIST

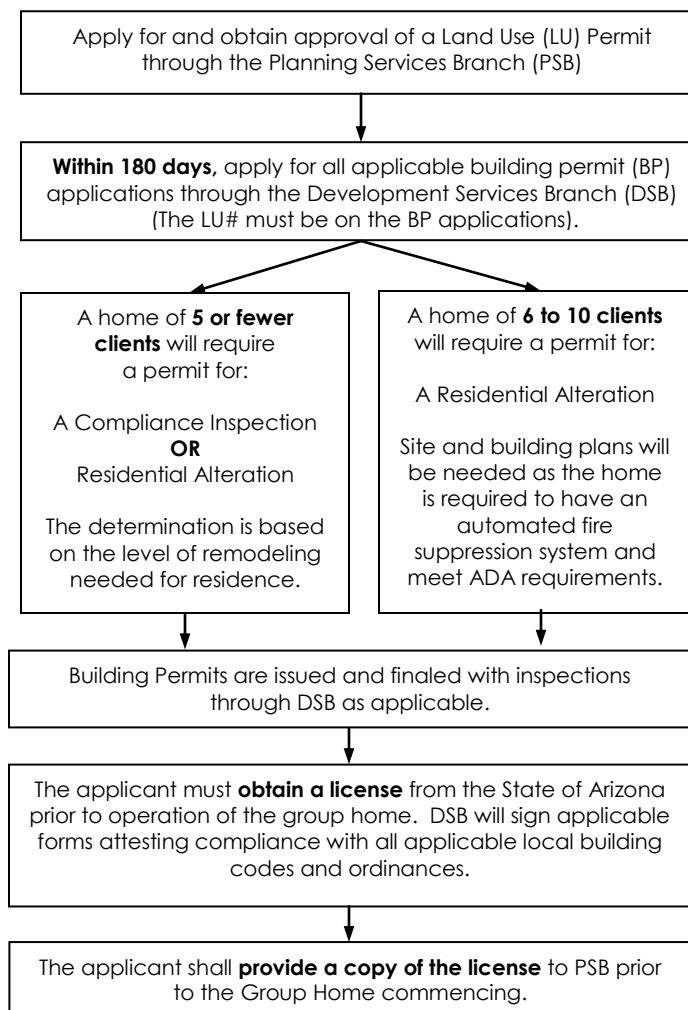


Group Home is defined as "A dwelling unit shared as their primary residence by handicapped or elderly persons, living together as a single housekeeping unit, in a long term, family-like environment in which staff persons provide on-site care, training, or support for the residents. Such homes or services provided therein shall be licensed by, certified by, approved by, registered with, funded by or through, or under contract with the State. Group homes shall not include homes for the developmentally disabled, defined as persons afflicted with autisms, cerebral palsy, epilepsy or mental retardation, as regulated by Arizona Revised Statutes."

The governing regulations that apply are: Maricopa County Zoning Ordinance, Chapter 5, Article 501.2.5 and Chapter 6, Article 601.2.4. A by-right group home **shall not be more than 10 persons** and shall comply with the governing regulations. Group homes greater than 10 persons are subject to a Special Use Permit which is applied for under a different packet.

The Group Home process consists of several applications through two Branches of Maricopa County Planning and Development and the State of Arizona. Initially, an applicant must obtain entitlement for the use through a Land Use application and then applicable building permits must be obtained. Please review the flow chart below. For questions, call the On Call Planner at 602-506-3301.

### GROUP HOME FLOW CHART



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. An application will only be accepted by the Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Applications determined to be incomplete shall not be processed by staff. Additional information, detail, and/or copies may be required after review by the assigned Planner.

1. Application – completed and signed – 3 copies
2. Proof of ownership (official recorded deed, etc.) – 1 copy
3. Financial Responsibility Form – 1 copy
4. Corporate or LLC Resolution as applicable – 1 copy
5. Site Plan with the following information – 3 full size (24"x 36") copies
  - Applicant's name, property address, parcel number, property acreage, and tracking number
  - Date of plan, vicinity map with location of site, north arrow and scale (written and graphic)
  - Label and provide all property line dimensions, show all structures, label intended use. Indicate setbacks from property lines and distances between.
  - Illustrate all parking and storage areas.
  - Show all building dimensions (height, square footage). Indicate lot coverage.
  - Show and label all easements (i.e., drainage, ingress/egress, public utility easements, etc.) and floodplain delineations.
  - Label and dimension dedicated street access and names.
  - Show the location of all existing fire hydrants, water supply/storage, wells, and septic systems.
  - Label the alignment of washes, slope and general elevation changes, vegetation, and type of driveway material (driveway and parking areas must be paved or in the alternative surfaced with aggregate based crushed material).
6. Floor Plan (two copies) of the residence or building where the group home will be located.
  - Identify the space to be used for the group home.
  - Include the dimensions of the rooms and common areas.
  - Identify all entries/exits.
7. Narrative (two copies) describing use in detail.
8. Photographs. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.
9. Provide Patent Easement Deed (when applicable) which may be acquired at the Bureau of Land Management, 1 N. Central, Phoenix, (602) 417-9200, located at the northeast corner of Washington and Central Avenue. – 1 copy
10. Fees:
  - Zoning Clearance (Residential) - **\$100**
  - Addressing Review Fee of **\$10** to verify an existing address or **\$50** to assign an address (This fee is a separate fee but can be combined with the zoning clearance fee).



Planning & Development
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LAND USE APPLICATION



Request checkboxes: Agricultural Exemption, Mining Exemption, Group Home, Gov't Action

Request checkboxes: Home Day Care, Home Occupation, Legal Non Conforming, Industrial As -Built

REQUEST section with fields for Title of Project, Description of Request, Existing Use of Property, Existing Zoning District, Related Case Number

PROPERTY INFORMATION section with fields for Address, General location, Size in Acres, Square Feet, Legal Description Section, Township, Range, Assessor's Parcel Number, Subdivision Name

OWNER'S AUTHORIZED AGENT INFORMATION section with fields for Name, Address, City, State, Zip, Phone #, Fax#, E-mail Address

PROPERTY OWNER INFORMATION section with fields for Name, Address, City, State, Zip, Phone #, Fax#, E-mail Address

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION section with a paragraph of text and a signature line

PROPOSITION 207 WAIVER section with a paragraph of text and signature/date lines

VERIFICATION OF APPLICATION INFORMATION section with a paragraph of text and signature/date lines

CASE INACTIVITY section with a paragraph of text

APPLICATION MUST BE COMPLETED IN FULL AND ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.



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**ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY**

I, \_\_\_\_\_, hereby absolutely, unconditionally and irrevocably  
(print name)

guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application and the property for which the application made, including any fees incurred if this application is withdrawn, without the necessity of Maricopa County first seeking payment from the named applicant.

All outstanding fees and fines against a property owed to the Department must be current and paid in full before any application will be scheduled for hearing or administrative approval as applicable.

Signature of Guarantor: \_\_\_\_\_

Date: \_\_\_\_\_



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**LIMITED LIABILITY COMPANY RESOLUTION**

Be it resolved that the transaction herein referred to, being herewith approved, \_\_\_\_\_ member of \_\_\_\_\_, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain \_\_\_\_\_ for parcel number(s) \_\_\_\_\_.

I, \_\_\_\_\_ (attesting witness); member of \_\_\_\_\_ L.L.C., a Limited Liability Company of the State of \_\_\_\_\_, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_



Planning & Development  
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**CORPORATE RESOLUTION**

Be it resolved that the transaction herein referred to, being herewith approved, \_\_\_\_\_ President of \_\_\_\_\_, be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain \_\_\_\_\_ for parcel number(s) \_\_\_\_\_.

I, \_\_\_\_\_ (attesting witness); Secretary of \_\_\_\_\_ a corporation of the State of \_\_\_\_\_, CERTIFY that the foregoing Resolution is duly authorized by the Board of Directors of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

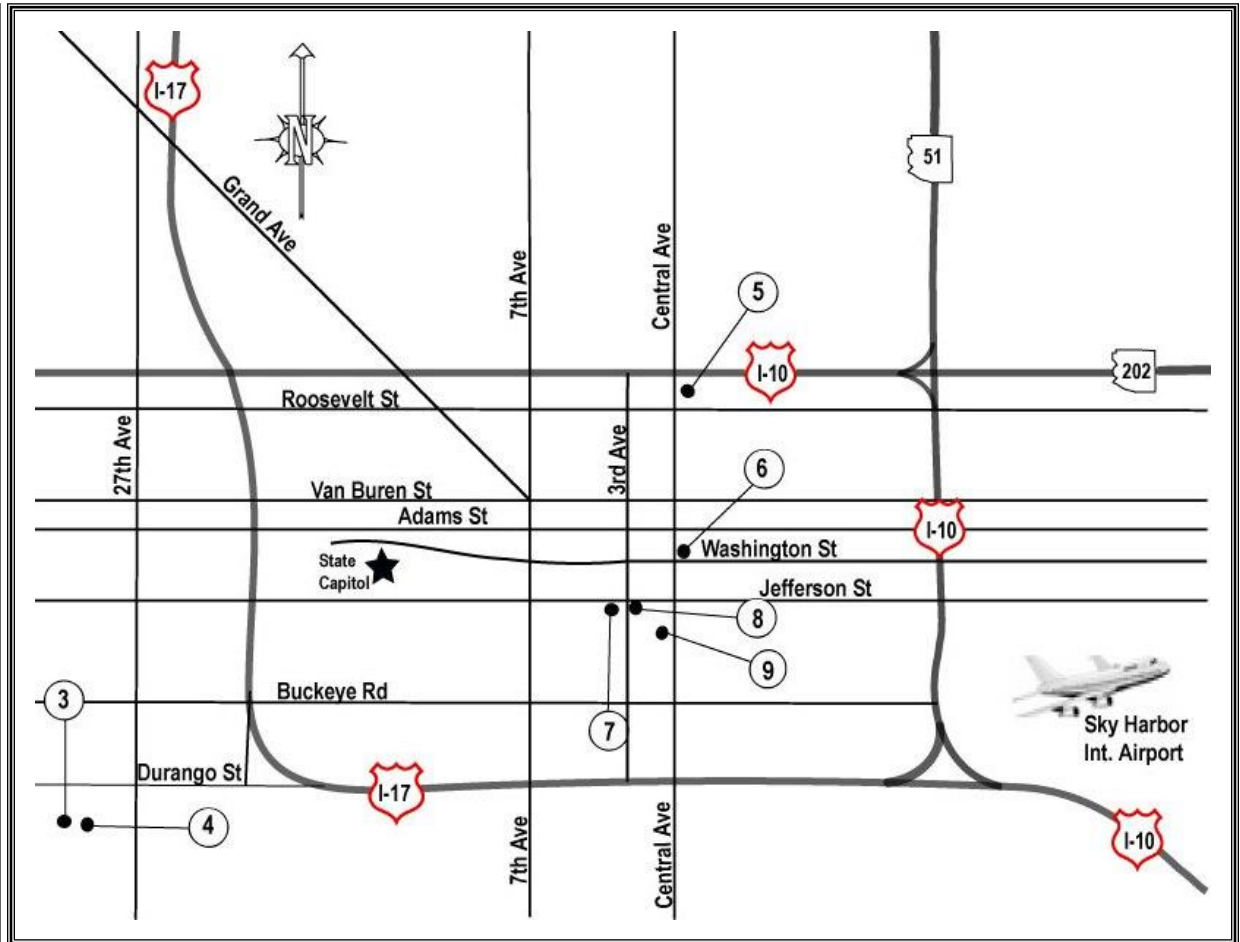
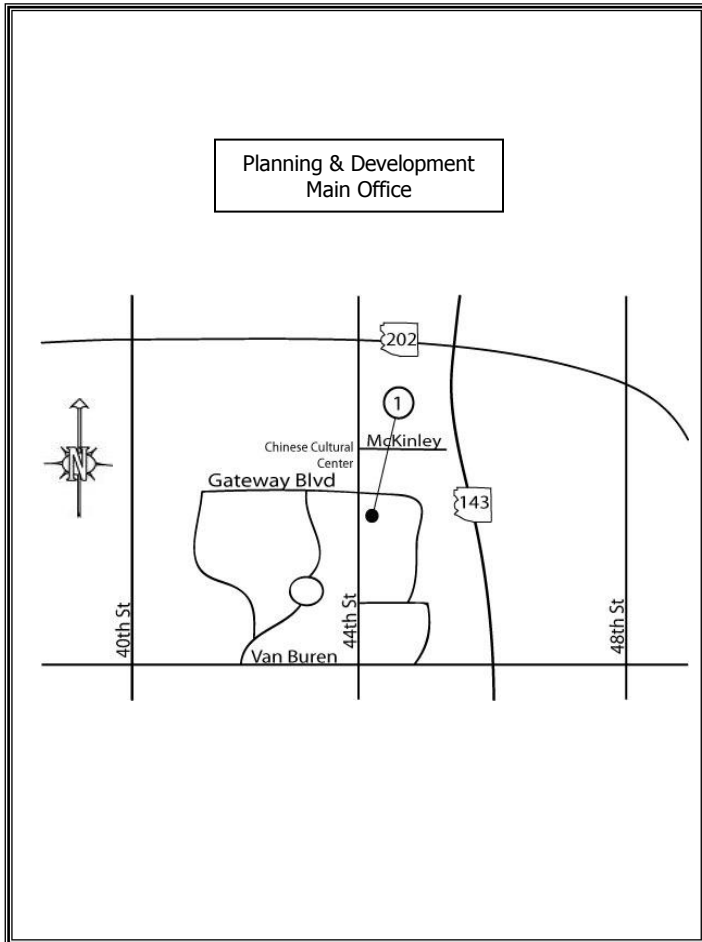
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# Planning & Development Department

## PERMITS FACILITIES DIRECTORY



**1.) Planning & Development** (602) 506-3301  
501 N. 44<sup>th</sup> St, Suite 200 Fax: (602) 506-3711

**3.) Department of Transportation** (602) 506-8600  
2901 W. Durango St.

**4.) Flood Control District** (602) 506-1501  
2801 W. Durango St.

**5.) Environmental Services** (602) 506-6666  
1001 N. Central Ave

**6.) B.L.M.** (602) 417-9200  
1 N. Central Ave

**7.) Assessor's Office** (602) 506-3406  
301 W. Jefferson St.

**8.) Recorder's Office** (602) 506-3535  
111 S. 3<sup>rd</sup> Ave

**9.) Sheriff's Office** (602) 876-1070  
201 W. Jefferson St.  
(Records & ID)