

Zoning Application Form

"Planning with People for a Better Phoenix"



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

Zoning Registration for Community Residence Centers for 11 or more residents; and Group Homes and Boarding Houses for more than 5 residents. (SUBJECT TO SEPARATION REQUIREMENT OF 1,320 FEET)

DO NOT DISCLOSE WITHOUT ZONING ADMINISTRATOR APPROVAL

A sober living home's address is not a public record and is not subject to A.R.S. Title 39, Chapter 1, Article 2 (per A.R.S. 9-500.40).

FOR PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY		
Registration No:	Registration Date:	CITY ZONING AUTHORITY CLEARANCE
Council District:	Registration Time:	Date:
Zoning Map:	Village:	Signature:
Zoning:	Q.S.:	
Use Permit No:		

–PLEASE READ THE FOLLOWING CAREFULLY–

SEPARATION REQUIREMENTS:

Unless a disability accommodation has been obtained, the following minimum separation conditions shall be met:

- A community residence center shall be permitted when separated by a minimum of 1,320 feet, measured in a straight line in any direction of the lot line of another *community residence home* or center within a residential zoning district.
- A group home shall be permitted when separated by a minimum of 1,320 feet, measured in a straight line in any direction of the lot line of another *group home*, *boarding house*, or *community residence home* or center within a residential zoning district.
- A boarding house shall be permitted when separated by a minimum of 1,320 feet, measured in a straight line in any direction of the lot line of another *boarding house*, *group home*, or *community residence home* or center within a residential zoning district.

DISABILITY: (1) a physical or mental impairment that substantially limits one or more major life activities; (2) a record of having such an impairment; or (3) being regarded as having such an impairment. However, a person with a disability shall not include: (1) any person currently engaging in the illegal use of controlled substances [as defined in Section 102 of the Controlled Substance Act (21 United States Code 802)]; or (2) any person who would constitute a direct threat to the health or safety of other individuals or would result in substantial physical damage to the property of others that cannot be eliminated or reduced by reasonable accommodation. Disability and direct threat will be interpreted consistent with the Americans with Disabilities Act (42 United States Code 12101, et seq.), as amended, and the Federal Fair Housing Act (42 United States Code 3601 – 3619).

COMMUNITY RESIDENCE CENTER: A residential care institution on a property, including a multifamily property or development that provides resident rooms or residential units to 11 or more individuals with disabilities (adults or minors). The facility provides on-site care, training or support, or habilitative or rehabilitative services, related to the residents' disabilities. This use includes structured sober living homes that provide resident rooms or residential units to 11 or more individuals. A community residence center shall be licensed by the State of Arizona or the City of Phoenix.

A multifamily property or development is a community residence center if:

- 1) Residents in more than two units or 20% of the total number of units (whichever is greater) on the multifamily property or development receive on-site care, training or support, or habilitative or rehabilitative services from a service provider, and a portion of the cost for the service is paid for by a health care insurance provider authorized to provide health insurance in the State of Arizona; or
- 2) More than two units or 20% of the total number of units (whichever is greater) are operated or provided by an entity that is licensed by the State of Arizona or the City of Phoenix to provide health care services relating to the treatment of the disabilities.

GROUP HOME: A residential home or building(s) for 6 or more unrelated individuals providing facilities, and sleeping rooms; and which also provides limited services, such as, but not limited to meals, services to promote emotional support, life skills development and/or employment training.

BOARDING HOUSE: A residential home or building(s) for 6 or more unrelated individuals used to provide lodging for compensation. A boarding house is occupied by individuals where rent or a lodging fee is charged separately for the individual rooms or partitioned areas occupied by the renter or occupant. Individual living units may or may not be equipped with kitchen facilities; congregate dining facilities may be provided for the guests. A boarding house is not a community residence home or center, hotel, motel, residential inn, or bed and breakfast.

–COMPLETE THE FOLLOWING INFORMATION–

1. Number of Residents: _____ 2. ☐ New Proposed ☐ Update to Existing Registration
3. License Type: ☐ Assisted Living Center ☐ Sober Living (CONFIDENTIAL)
☐ Behavioral Health ☐ Juvenile Facility
☐ Intermediate Care Facilities for Individuals with Intellectual Disabilities (11 or more residents)
4. Unlicensed Facility: ☐ Group Home ☐ Boarding House
5. Property Address: _____ Zip Code: _____
6. Tax Parcel Number: _____ Legal Description: _____
7. Property Owner Name: _____
Address: _____ City, State & Zip Code: _____
Phone Number: _____ Email: _____
8. Operator Name: _____
Phone Number: _____ Email: _____

–REGISTRATION PROCESS–

- A. Once the property is pre-registered the applicant has **60-DAYS** to:
1. Verify site is meeting development standards and Building Code occupancy (zoning district, open space, lot coverage, vehicular access, and occupancy verification).
 2. Apply for a **use permit** or a **special permit** (group home or boarding house in SFR district only), whichever is applicable to the proposed use. If the use permit is approved the applicant has 60 days (or additional time as stipulated by the Zoning Adjustment Hearing Officer) from the hearing date to apply for a building permit or commence the use if no building permit is required. Failure to meet this condition will invalidate the approval action. If the use permit or special permit is denied, this registration will be withdrawn.
 3. **PAY** a fee of **\$250.00** for zoning verification **after the above requirements have been satisfied**.
- B. Registrations that have expired are **NON-RENEWABLE**. A new registration for the proposed use shall not be accepted within **30-days of the expiration date of the prior registration** (Section 701.E. of the Phoenix Zoning Ordinance).
- C. The undersigned hereby certifies as follows:
1. The undersigned is the owner of the existing or proposed use or is authorized to file this form on behalf of the owner.
 2. The proposed structure and lot meet all applicable development standards of the Phoenix Zoning Ordinance, including but not limited to, providing sufficient off-street parking, meeting minimum setback requirements, and complying with maximum lot coverage and minimum open space requirements.
 3. The proposed lot does not have any outstanding Zoning or Building Code violations, unless the violation is related to zoning registration or requirements to establish the use.
 4. The undersigned has read and understood the definitions above and agrees to comply with the requirements established for the operation of a community residence center, boarding house, or group home.
 5. All information provided on this form is true and correct to the best of his/her knowledge.

Printed Name

Signature

Date

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advanced notice. Please contact Angie Holdsworth at voice number 602-495-5622 or via the City TTY Relay at 7-1-1.