



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

SERVICE REQUEST

PLEASE DO NOT SKIP this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



Group Home Guidelines

Development Services – Planning Division

The City of Glendale Unified Development Code (UDC), effective January 12, 2024, Section 35.3.102(F) has specific regulations to permit the establishment of group homes in residential neighborhoods while preserving the residential character of the community.

Group Homes Definitions:

Residential Care Home: A residential home suitable for accommodating six (6) to ten (10) adults or minor children with disabilities or who are minors without disabilities. This definition shall include those residences that are licensed by the State of Arizona, including but not limited to assisted living homes and sober living homes or awarded an Oxford House Charter, but shall not include any group living arrangement for unrelated individuals who are not disabled, including but not limited to halfway/correctional/sex offender transitional facilities or shelter care facilities for people at risk.

Residential Care Center: A facility suitable for accommodating eleven (11) or more adults or minor children with disabilities or who are minors without disabilities. This definition shall include those residences that are licensed by the State of Arizona, including but not limited to assisted living homes and sober living homes or awarded an Oxford House Charter, but shall not include any group living arrangement for unrelated individuals who are not disabled, including but not limited to halfway/correctional/sex offender transitional facilities or shelter care facilities for people at risk.

Group Care Facility: A residential home for two or more unrelated individuals under supervised care and/or treatment (including but not limited to those that have been adjudicated (i.e. placed by court-order), beyond that which would be provided in the confines of a traditional residential setting, who do not qualify as a Residential Care Home or Residential Care Center, in which living facilities and sleeping rooms are provided; and which may provide select services, such as, but not limited to, meals, services to promote emotional support, life skills development and/or employment training. This shall include halfway/correctional/sex offender transitional facilities or shelter care facilities for people at risk.

- Notwithstanding the definition of “Family” in Section 35.8.04 of this Code, homes of six or fewer persons receiving special care on a 24-hour-per-day basis for physical, mental, or developmental disabilities shall be considered a single-family residence for the purposes of this title. The limitation of six or fewer persons does not include the operator or members of the operator's family or staff.
- Residential Care Homes shall be permitted without conditions in the SR, R1, R-2, R-O, and MH Zoning Districts, subject to issuance of a business license showing compliance with the requirements of this subsection.
- Residential Care Centers shall be permitted without conditions in the R-3, R-4, R-5, C- 1, and C-2 Zoning Districts, subject to issuance of a business license showing compliance with the requirements of this subsection.
- Group Care Facility may be permitted in the R-3, R-4, R-5, and C-3 zoning districts subject to obtaining a Conditional Use Permit and showing compliance with the requirements of this subsection.

Research Application: This application fee begins the process the city takes to ensure the proposed residence meets the UDC requirements for distance and location.

Reservation Application: This application fee secures your request to hold this location while you meet the UDC requirements and obtain the corresponding licensure.

Group Home Requirements

- All establishments must obtain a business license as well as a certificate of occupancy as required by City building codes.
- If State licensing is required, proof of such licensure shall be provided to the Planning Division within the Development Services Department.
- No such home or center shall be located on a lot with a property line within 1,200 feet of another such as residential care home, residential care center or group care facility.
- The establishment must meet the minimum off-street parking requirements as set forth in Section 35.4.000.
- An individual required to register as a sex offender and classified as a Level II or Level III community risk (intermediate to high risk) is not permitted to live in a residential care home or residential care center.
- An administrative record of each Residential Care Home, Residential Care Center, and Group Care Facility shall be maintained with the Planning Division within the Development Services Department.
- The City reserves the right to revoke authorization to operate.

Submittal Requirements

1. **Proof of Ownership** (title deed or grant deed) for corporations/LLC EIN documents.
2. **Narrative** A detailed narrative is required to be considered for this application. The narrative must include:
 - Type of residential care/group home (i.e., assisted living, behavioral health, etc.)
 - Provide an Emergency Contact List which must include the owner, site manager, and person(s) *not* living at the group home.
 - A description of the residents being cared for (i.e., youth, seniors, women, veterans, do they have disabilities or other special needs?)
 - Floor Plan including emergency evacuation plan with exits marked (11" X 17")
 - Number of residents receiving care and/or not receiving care (family and/or staff)
 - Number of staff not residing at the property,
 - Number of residents able to drive, and number & location of onsite parking spaces.
 - Overview of each resident's daily schedule/activities
 - Explain how the facility will meet the standards outlined in the UDC Sections 35.3.102F
3. **The Property Owner's Affidavit** of consent (*signed, witnessed, and notarized*) to use the property for a group home. If there is more than one owner then all owners must sign the affidavit, providing consent as the owner(s) to the application, it shall be signed by a witness and notarized.
4. After receiving approval from the Planning Division, the applicant must contact the **Fire Department at 623-930-4400 or FireDept@glendaleaz.com** to schedule the required fire inspection.
5. Applicants must contact **Tax & Licensing at 623-930-3190 or taxlic@glendaleaz.com** to obtain a business registration. Applicants must also notify the Planning Division when they cease operations at which time the reservation of the home will be withdrawn.



Group Home Application

Development Services – Planning Division

___ Research Application	___ New Application Residential Care Home 6 to 10
___ New Group Home Facility 5 and under	___ New Application Residential Care Center 11+
___ New Group Home Facility 6 to 10	___ Change of Owner/Operator
___ Reservation Extension	

Applicant Information	NAME OF APPLICANT /OPERATOR (Required) _____ GROUP HOME/RESIDENTIAL NAME(Required) _____ APPLICANTS MAILING ADDRESS, TELEPHONE NUMBER/ E-MAIL: (Required) Mailing Address: _____ City: _____ State: _____ Zip _____ Phone No.: _____ Fax no.: _____ E-mail: _____ GROUP HOME/RESIDENTIAL LOCATION INFORMATION: (Required) Parcel Number(s): _____ Mailing Address: _____ City: _____ State: _____ Zip _____ Phone No.: _____ GROUP HOME/RESIDENTIAL PROPERTY OWNER INFORMATION: (Required) Name: _____ Company: _____ Mailing Address: _____ City: _____ State: _____ Zip _____ Phone No.: _____ Fax no.: _____ E-mail: _____
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PROPERTY OWNER AND OWNERS’S AGENT AUTHORIZATION

I (property owner) _____ authorize (owner’s agent) _____ to file this application on all matters relating to this request with the City of Glendale. By signing this form as the property owner, I hereby agree to abide by any and all conditions that may be assigned by the City of Glendale Development Services Department - Planning Division staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

VERIFICATION OF APPLICATION INFORMATION - Signature required.

I certify that the statements in this application and support material are true. Any approvals or permits granted by the City of Glendale Planning Division - Development Services Department in reliance upon the truthfulness of these statements may be revoked or rescinded.
 Property Owner Signature: _____ Date: _____

Official Use Only:

Dated Application Received: _____ Application No. _____

Acknowledgment by Applicant

Reservation:

If the site complies with Zoning and spacing regulations, the Planning Division will issue a letter indicating the aforementioned and will “reserve” the site for an initial sixty (60) days. The Planning Division will issue a letter to the applicant within ten (10) working days indicating the site’s compliance or non-compliance with Zoning Code regulations.

Expired Site:

A site with a closed/expired license will be treated as a new site and must comply with the twelve hundred (1,200) foot spacing requirement, as well as all other requirements for a new group home reservation.

Extension:

If additional time is needed to obtain a license from the State and meet required City regulations, a request for an extension must be submitted fifteen (15) days before the sixty (60) day reservation expires. The expiration date will be (60) days from the date on the reservation letter.

An extension request must include a letter of intent. The letter of intent must explain the reason for the delay and include the following documentation: copies of building permits, including any inspection results. Failure to timely request an extension will result in the removal of the site’s “reserved” status. The Planning Division will not reserve a site for more than **two (2) consecutive six (6) month periods, not to exceed (365) days.**

PLEASE BE AWARE THAT IT IS YOUR RESPONSIBILITY TO ADHERE TO THE DEADLINES AND SUBMITAL REQUIREMENTS.

If an application for a site reservation does not comply with spacing or other Zoning regulations, the applicant may choose to file a reasonable accommodation application for a public hearing. Said application will be heard by the Board of Adjustment which will determine approval or denial of the request.

Applicants/Operator’s Acceptance of terms and conditions:

(Print Name)

(Operator Name if different than above)

(Applicant/Operator Signature)

Acknowledges and agrees to the foregoing procedures and application terms to obtain and maintain a group home spacing reservation.

(Date)



PLANNING DIVISION

PROPERTY OWNER AFFIDAVIT

____ Group Home Facility 5 and under

____ Residential Care Home 6 to 10

____ Group Home Facility 6 to 10

____ Residential Care Center 11+

____ Change of Owner/Operator

Owner Affidavit: I, the undersigned, hereby certify that I am the owner of the Premises described below, which comprises the land area, and any building(s) to be used by the applicant. I attest that I have and do hereby consent to the applicant's use of the Premises for such purposes. Under penalty of perjury, I hereby declare and verify that all statements on this form are complete, true, and accurate.

Owner(s) Name: _____

Premises Street Address: _____

Premises Town/City, State, Zip: _____

Owner(s) Phone Number: _____

Owner(s) Signature: _____

Print Name/Title: _____

Date: _____

STATE OF ARIZONA COUNTY OF MARICOPA

SS.

Subscribed and sworn to before me this ____ *day of* _____, 20____.

Notary Public

My Commission Expires:
