



PINAL COUNTY COMMUNITY DEVELOPMENT GROUP HOME PERMIT APPLICATION

APPLICATION INSTRUCTIONS & CHECKLIST

Group Home is defined as “A dwelling unit shared as their primary residence by minors, 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 no more than 10 non-adjudicated 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 autism, cerebral palsy, epilepsy or cognitive disability, as regulated by Arizona Revised Statutes, §36-582.)

The governing regulations that apply are: Pinal County Development Services Code, Chapter 2, Section 2.150.200. 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 Special Use Permit or applicable zoning which is applied for under a different packet.

The Group Home process consists of several applications through two divisions of Pinal County Community Development and the State of Arizona. Initially, an applicant must obtain entitlement for the use through a Group Home Permit Application and then applicable building permits must be obtained. For questions, please call 520-866-6442.

**COMMUNITY DEVELOPMENT
Customer Service Division**

GROUP HOME FLOW CHART

Apply for and obtain approval of a Group Home Permit through the Customer Service Division

Within 180 calendar days, apply for all applicable building permit applications through the Building Safety Division. Please review Information Bulletin 023.

(The Group Home Permit # must be on the Building Permit applications).

A home of **5 or fewer clients** will require a permit for: A Compliance Inspection

OR

Residential Alteration The determination is based on the level of remodeling needed for residence.

A home of **6 to 10 clients** will require a permit for:

A Residential Alteration

Site and building plans will be needed as the home is required to meet ADA requirements.

Building Permits are issued and finalized with inspections through Building Safety Division as applicable.

The applicant must obtain a license from the State of Arizona prior to operation of the group home. Building Safety Division will sign applicable forms attesting compliance with all applicable local building codes and ordinances.

The applicant shall provide a copy of the license to the Customer Service Division prior to the Group Home commencing.

FREQUENTLY ASKED QUESTIONS

1. Are group homes allowed in County Jurisdiction?

Yes. Group homes fall into 2 categories in the Pinal County Development Services Code.

- a. Group Homes providing care for no more than 10 non-adjudicated patient residents (plus live in caregivers) are allowed in the rural and residential zoning districts. Group homes are subject to conditions including a minimum a separation of 1,200 feet and licensure requirements.
- b. Homes providing care for more than 10 residents require a Special Use Permit or applicable zoning.

The County will not reserve future properties for Group Homes, all applications are based upon a first come, first serve basis. Previous approvals may be revoked if the use is discontinued.

2. How do I start a group home for no more than 10 residents?

It is always a good idea to call the zoning information line before making major commitments to a location. Staff can research the location to make sure the separation minimum is met. Complete and submit a Group Home Permit Application.

3. The Arizona State Health Department and other State agencies requires that forms be signed by the zoning and building officials in order to get my license. How do I get them signed?

Upon approval of a group home permit and issuance of a certificate of occupancy, the forms will be signed and returned to you. They then may become a part of your application to the State.

Community Development requires the forms be a part of the submittal - submit the appropriate Group Home Permit Application.

4. What if I want to provide care for troubled teens, recovering drug addicts, alcoholics, or just provide day care?

These facilities are not a category of Group Home. They may be permitted through a Special Use Permit or applicable zoning.

5. Is an inspection required for group homes?

Yes, a compliance inspection is part of the process. For existing single family homes, residential building codes apply. If the home plans to have more than five residents, a fire sprinkler system maybe required (***Please review Information Bulletin 023***). In the case of a new build group home, the building code definition of a group home applies. This requires the home to meet commercial group home building safety codes. Group Homes for more than 10 persons are subject to an Institutional occupancy classification.

INFORMATION REQUIRED FOR SUBMITTAL

1. **Application: completed and signed – 1 original**
2. **Proof of ownership (recorded deed or unofficial copy) – 1 copy**
 - If applicable, lease agreement. If the subject property is part of a land lease, the Lease Agreement should include the terms of the lease, and the proposed use of the leased land. Additional information may be required after reviewing the Lease Agreement.
3. **Site Plan – 1 copy** (11"x17" or 8 1/2" x 11") of the property, indicating the following:
 - a) The site plan must be drawn to a recognizable scale, i.e. 1" = 20'.
 - b) North arrow and scale (written and graphic scale) shown on plan.
 - c) All property lines must be clearly shown and dimensions indicated.
 - d) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
 - e) Location and width of dedicated streets, recorded easements, (provide recording number) and patent easements on or adjacent to property (include names of streets if applicable).
 - f) All existing and proposed structures must be shown and dimensioned on the site plan.
4. **Floor Plan – 1 copy of the residence or building where the group home will be located.**
 - a) Identify the space to be used for the group home.
 - b) Include the dimensions of the room and common areas.
 - c) Identify all entries/exits.
5. **Narrative – 1 copy, underlined wording indicates a section heading.**
 - a) Purpose of Request
 - b) Description of proposal – Include number of residents, number of bedroom, number of staff, hours of operation.
 - c) Relationship to surrounding properties
 - d) Circulation system (on & off-site) – including any proposed improvements.
 - e) Development Schedule
 - f) Public Utilities and services (refuse, sewer, water, police, fire, etc.)
 - g) State of Arizona Agency Information and applicable consent forms
6. **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.
7. **Fees:**
 - Application Fee - **\$140**
 - Zoning Clearance - **\$38**

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

PINAL COUNTY COMMUNITY DEVELOPMENT GROUP HOME PERMIT APPLICATION

REQUEST			
Title of Project:			
Description of Request:			
Existing Use of Property:			
Existing Zoning District:			
Related Case Number:			
PROPERTY INFORMATION			
Address (if known):			
General Location (Include nearest city/town):			
Size in Acres:		Square Feet:	
Legal Description Section:	Township:	Range:	
Assessor's Parcel Number:			
OWNER'S AUTHORIZED AGENT INFORMATION			
Name:		Contact:	
Address:			
City:		State	Zip:
Phone #:		Fax #:	
E-mail Address:			
PROPERTY OWNER INFORMATION			
Name:		Contact:	
Address:			
City:		State	Zip:
Phone #:		Fax #:	
E-mail Address:			
PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION			
I (property owner) _____ authorize (owner's agent) _____ to file this application on all matters relating to this request with Pinal County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Pinal County Board of Supervisors, Pinal County Planning and Zoning Commission, or Pinal County Community Development Department 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.			
INSPECTIONS			
By submitting this application, I am inviting County staff to conduct all site inspections they deem necessary.			
PROPOSITION 207 WAIVER			
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore pursuant to ARS §12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Pinal County as result of the filing of this application.			
Property Owner Signature: _____		Date: _____	
VERIFICATION OF APPLICATION INFORMATION			
I certify that the statements in this application and support material are true. Any approvals or permits granted by Pinal County in reliance upon the truthfulness of these statements may be revoked or rescinded.			
Property Owner Signature: _____		Date: _____	
ARS § 11-1605 TIMEFRAME EXTENSION			
I authorize a 50% timeframe extension for the review of my application as adopted by Pinal County per ARS § 11-1605 and as amended.			
Property Owner Signature: _____		Date: _____	

OFFICE USE ONLY

AREA: N S E W ZONING: _____ ZONING FEES: _____ INVOICE # _____
 DISTRICT: 1 2 3 4 5
 ZONING REVIEWER 1 _____ ZONING REVIEWER 2 _____ GH- _____ - _____



PROPERTY OWNER/AGENT AUTHORIZATION FORM

I (property owner) _____

hereby authorize (owner's agent) _____

To make application to Pinal County for the following (description of work) _____

Assessor Parcel Number: _____

Name of RV/PM/MH Park (if applicable): _____

Lot or Space # (if applicable): _____

Physical Address: _____

City/Town: _____ State: AZ Zip: _____

By signing this Form, I acknowledge and agree that I am not released from responsibility for: (1) the payment of any and all fees associated with the issuance of any permits, orders, notices or other approvals ("Approvals") by Pinal County pursuant to my agent's application; (2) the satisfactory completion of all work authorized by such Approvals in compliance with all applicable county, state and federal laws, codes, rules, regulations and requirements; and (3) correcting any violations of the terms and conditions of such Approvals issued by Pinal County pursuant to my agent's application.

Property Owner: _____

Phone Number: _____

By (signature): _____

Email: _____

Name: _____

Date: _____

Title: _____

COMMUNITY DEVELOPMENT