

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING DEPARTMENT

How to Register a Group Home for the Handicapped

A Group Home for the Handicapped is a dwelling unit shared as a primary residence by handicapped or handicapped elderly persons living together as a single housekeeping unit, in which staff persons provide on-site care, training or support for the residents. Group Homes for the Handicapped shall not include Nursing Homes, Personal Care Homes, Recovery Homes, or Homes for the Developmentally Disabled as regulated by Arizona Revised Statutes Section 36-582. Such home or services provided therein shall be licensed by, certified by, approved by, registered with, funded by or through, or under contract or subcontract with the State of Arizona.

1 – 5 RESIDENTS

- The subject property must be zoned appropriately (RE-43 through R-5, PAD, C-1, C-2, C-3, RSC, or A-1 with a use permit).
- The applicant must present the State of Arizona Zoning Authority Clearance form indicating that not more than five residents are proposed or existing.
- The applicant should contact the Building Safety Branch for building code requirements.
- The applicant must complete the Planning Department's form titled, Zoning Clearance for a Group Home for the Handicapped (no more than five (5) residents permitted) and pay a processing fee of \$50.00.

6 – 10 RESIDENTS

- The subject property must be zoned appropriately (RE-43 through R-5, PAD, C-1, C-2, C-3, RSC, or A-1 with a use permit).
- The subject property must be at least 1,320 feet away from another registered Handicapped Group home that has 6 – 10 residents.
- The applicant must complete the Planning Department's form titled, Notice of Intent to Establish a Group Home for the Handicapped for more than five (5), but no more than ten (10).
- Once the property is registered for use as a handicapped group home the owner / applicant has **sixty (60) days** to:
 1. Log-in plans with the Fire Department for an automatic sprinkler system and/or the Building Safety Division of the Development Services Department for a construction permit, and
 2. Pay a fee of \$250.00 for zoning verification at which time the Planning Department will complete your State of Arizona Zoning Authority Clearance form.
- If within those sixty (60) days the above is not fulfilled, the registration will be expired. An expired registration is nonrenewable. An applicant must wait thirty (30) days before re-registering the subject property (Section 701.E.1.c).

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 advance notice. Please contact Julia Quinones at voice 602-262-6888 or via the City TTY Relay at 602-534-5500.

This and other forms can be found on our website: www.phoenix.gov/planning

Revised 6/25/09

Zoning Application Forms

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING DEPARTMENT

Group Homes for the Handicapped (NO MORE THAN FIVE RESIDENTS PERMITTED)

FOR PLANNING DEPARTMENT USE ONLY

Council District:	CITY ZONING AUTHORITY CLEARANCE	
Village:	APPROVED:	
Zoning Map:	Date:	
Q.S.	Signature:	
Zoning:	Application fee:	Receipt #

- PLEASE READ THE FOLLOWING CAREFULLY -

It is the intent of group homes for the handicapped to replicate to the extent possible a single-family living environment. To that end, the following conditions must be met:

- A minimum residency of one month (see definition of residential purpose below).
- The maximum number of residents permitted in a handicapped group home in single-family residential zoning districts is five (5) or less with no separation requirement, and ten (10) or less only when separated by a minimum of 1,320 feet from another such facility.
- The limits on numbers of residents are established for each home on an individual basis. Adjacent homes SHALL NOT share any normal daily operations or functions such as food preparation and service, counseling, medical care, and/or transportation. If this provision is violated, the homes shall be considered to be combined for the purpose of determining compliance with these limits.
- Please check with the appropriate Homeowners Association or Neighborhood Association to ensure that your proposed site does not have private covenants, conditions, and restrictions (CC&R's) that restrict group homes. These regulations still must be met and are not administered by the City of Phoenix.

HANDICAPPED: A person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment. However, handicapped shall not include current illegal use of or addiction to a controlled substance [as defined in Section 102 of the Controlled Substance Act (21 United States Code 802)].

GROUP HOME FOR THE HANDICAPPED: Dwelling unit shared as their primary residence by handicapped or handicapped elderly persons living together as a single housekeeping unit, in which staff persons provide on-site care, training or support for the residents. Group homes shall not include nursing homes, personal care homes, recovery homes, or homes for the developmentally disabled as regulated by Arizona Revised Statutes Section 36-582. Such home or services provided therein shall be licensed by, certified by, approved by, registered with, funded by or through, or under contract with the State.

- COMPLETE THE FOLLOWING INFORMATION -

1. Number of residents: _____ Circle one: Existing Proposed
2. Property Address: _____ Zip Code: _____
3. Legal Description: _____
Tax Parcel Number: _____
4. Owner or Operator's Name: _____
Address: _____
City, State & Zip Code: _____
Phone Number: _____

Zoning Application Forms

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING DEPARTMENT

NOTICE OF INTENT TO ESTABLISH A GROUP HOME FOR THE HANDICAPPED FOR MORE THAN 5, BUT NO MORE THAN 10 (SUBJECT TO SEPARATION REQUIREMENT OF 1,320 FEET)

FOR PLANNING DEPARTMENT USE ONLY

Application No.:	Registration Date & Time:	CITY ZONING AUTHORITY CLEARANCE
Council District:	Village:	APPROVED:
Zoning Map:	Q.S.:	Date:
Zoning:		Signature:

- PLEASE READ THE FOLLOWING CAREFULLY -

It is the intent of group homes for the handicapped to replicate to the extent possible a single-family living environment. To that end, the following conditions must be met:

- A minimum residency of one month (see definition of residential purpose below).
- The maximum number of residents permitted in a handicapped group home in single-family residential zoning districts is five (5) or less with no separation requirement, and ten (10) or less only when separated by a minimum of 1,320 feet from another such facility.
- The limits on numbers of residents are established for each home on an individual basis. Adjacent homes SHALL NOT share any normal daily operations or functions such as food preparation and service, counseling, medical care, and/or transportation. If this provision is violated, the homes shall be considered to be combined for the purpose of determining compliance with these limits.
- Please check with the appropriate Homeowners Association or Neighborhood Association to ensure that your proposed site does not have private covenants, conditions, and restrictions (CC&R's) that restrict group homes. These regulations still must be met and are not administered by the City of Phoenix.

HANDICAPPED: A person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment. However, handicapped shall not include current illegal use of or addiction to a controlled substance [as defined in Section 102 of the Controlled Substance Act (21 United States Code 802)].

GROUP HOME FOR THE HANDICAPPED: Dwelling unit shared as their primary residence by handicapped or handicapped elderly persons living together as a single housekeeping unit, in which staff persons provide on-site care, training or support for the residents. Group homes shall not include nursing homes, personal care homes, recovery homes, or homes for the developmentally disabled as regulated by Arizona Revised Statutes Section 36-582. Such home or services provided therein shall be licensed by, certified by, approved by, registered with, funded by or through, or under contract with the State.

- COMPLETE THE FOLLOWING INFORMATION -

1. Number of residents: _____ Circle one: Existing Proposed
2. Property Address: _____ Zip Code: _____
3. Legal Description: _____
Tax Parcel Number: _____
4. Owner or Operator's Name: _____
Address: _____
City, State & Zip Code: _____
Phone Number: _____

- REGISTRATION PROCESS -

- A. Once the property is registered the applicant has **SIXTY (60) DAYS** to:
1. **PAY** a fee of **\$250.00** for zoning verification AND
 2. **LOG-IN PLANS** with the Fire Department or the Development Services Department.
- B. Registrations that have expired are **NON-RENEWABLE**. **A new registration for the proposed use shall not be accepted within thirty (30) days of the expiration date of the prior registration** (Section 701.E.1.c, Phoenix Zoning Ordinance).
- C. The undersigned hereby certifies as follows:
1. The undersigned is the owner or operator of the existing or proposed use or is authorized to file this form on behalf of the owner or operator.
 2. The owner or operator of the existing or proposed use is the owner or lessee of the property on which the use is or will be conducted or is otherwise authorized by the property owner to file this form.
 3. If the use does not presently exist, but is proposed to be established, as of the date of the filing of this form, the proposed use complies with applicable Zoning Ordinance separation requirements.
 4. 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** (minimum of two spaces, unless the home was built prior to 1981 in which case one space is required) **which are not within the front yard setback, meeting minimum setback requirements** for primary and secondary structures, and **complying with** maximum lot coverage.
 5. **The proposed lot does not have any outstanding Zoning or Building Code violations.**
 6. The undersigned has read and understood the definitions above and agrees to comply with the requirements established for the operation of a group home for the handicapped.
 7. All information provided on this form is true and correct and to the best of his/her knowledge.

Printed Name

Signature

Date

- ACKNOWLEDGEMENT -

The undersigned hereby certifies as follows:

1. The undersigned is the owner or operator of the existing or proposed use or is authorized to file this form on behalf of the owner or operator.
2. The owner or operator of the existing or proposed use is the owner or lessee of the property on which the use is or will be conducted or is otherwise authorized by the property owner to file this form.
3. If the use does not presently exist, but is proposed to be established, as of the date of the filing of this form, the proposed use complies with applicable Zoning Ordinance separation requirements.
4. The undersigned has read and understood the definitions above and agrees to comply with the requirements established for the operation of a group home for the handicapped.
5. All information provided on this form is true and correct and to the best of his/her knowledge.

Printed Name

Signature

Date