

**May 27, 2011**

**Group Home Application Submittal**

Customers that are interested in opening a group home for up to ten residents can go to the Development Services Center (DSC) located on the second floor at City Hall and check the availability of potential group home locations based on a specific address. A DSC representative will review the address and group home map to see if the location is available for a group home. If that address is not available, the customer must find an alternate site. If the property is available, the customer can submit an application for the group home and pay the fees that are in effect at that time.

There are two applications to fill out and they can be found on our web site at [www.glendaleaz.com/planning/zoning](http://www.glendaleaz.com/planning/zoning). The first application is for performing additional research and the second is for issuing a sixty day reservation. Two checks are required as part of the submittal. One is for the research and one is for the reservation. Each check is to be made out to the City of Glendale, Arizona for the fees that are in effect at the time of the submittal.

A DSC representative will review the applications with the customer for completeness and collect the fees. The property owner signature must be on the applications or an authorization letter must be attached. (*A real estate agent sometimes may sign on behalf of the property owner.*)

The application is then reviewed by the Planning Department to confirm that the proposed location is available and no group homes are located within 1,320 feet of the subject property. This may require discussions with the Department of Health Services (DHS) licensing division or a physical inspection of the property.

If it is confirmed that a group home can be located at the proposed address, an approval letter is mailed to the customer. Otherwise, a denial letter is sent to the customer listing the addresses of the properties that are within 1,320 feet of the property.

The approval letter grants a sixty day reservation during which time the customer is to obtain a certificate of occupancy for the facility and the state license. The applicant is to submit a copy of those documents to the Planning Department for the project file. In most cases, this cannot be completed in the allotted time period. Therefore, the customer must request, in writing, a time extension prior to the expiration date of the reservation or the reservation expires. As long as the customer can demonstrate that work is continuing on the project, whether it is with the Department of Health Services or the Building Safety Department, an extension can be granted and a revised approval letter is sent to the customer with a new expiration date that is sixty days from the date of the letter. Otherwise, the reservation becomes void and the area is again opened up to the public.