

# Zoning Application Form

"Planning with People for a Better Phoenix"



**City of Phoenix**  
PLANNING & DEVELOPMENT DEPARTMENT

## Zoning Registration for Community Residence Homes for more than 5, but no more than 10 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.:	

#### Parking Spaces:

- Community Residence Home: Minimum two spaces required, unless the home was built prior to 1981 in which case one space is required.
- Structured Sober Living Home: Minimum four parking spaces required, two of which may be located in the required front yard setback.  
(See Zoning Ordinance Section 202 for definition)

### –PLEASE READ THE FOLLOWING CAREFULLY–

It is the intent of community residence homes 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.
- The maximum number of residents permitted in a community residence home in single-family residential zoning districts is five or less with no separation requirement unless permitted by A.R.S. 36-582. (group homes for developmentally disabled are permitted to have up to 6 residents). Six to 10 residents are only permitted when separated by a minimum of 1,320 feet from another community residence home, unless a disability accommodation is obtained.
- 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 these provisions are violated, the homes shall be considered to be combined for the purpose of determining compliance with these limits.

**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 HOME:** Except as required by state law, a community residence home is a residential living arrangement for up to ten unrelated individuals with disabilities living as a single functional family in a single dwelling unit who are in need of the mutual support furnished by other residents of the community residence home as well as the services, if any, provided by the staff of the community residence home. Residents may be self-governing or supervised by a sponsoring entity or its staff, which provides on-site care, training or support, or habilitative or rehabilitative services, related to the residents' disabilities. A community residence home seeks to emulate a biological family to normalize its

residents and integrate them into the surrounding community. Its primary purpose is to provide shelter in a family-like environment; treatment is incidental as in any home. Supportive inter-relationships between residents are an essential component. A community residence home shall be considered a residential use of property for purposes of the Phoenix Zoning Ordinance. The term does not include any other group living arrangement for unrelated individuals who are not disabled nor correctional transitional facilities, or residential facilities for sex offenders. A community residence home shall be licensed by the State of Arizona or the City of Phoenix.

**-COMPLETE THE FOLLOWING INFORMATION-**

1. Number of Residents: \_\_\_\_\_ 2. Existing Proposed
3. License Type: Assisted Living Home Structured Sober Living (CONFIDENTIAL)  
Behavioral Health Developmentally Disabled Juvenile Facility
4. Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Tax Parcel Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_
6. Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State & Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
7. Operator Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**-REGISTRATION PROCESS-**

- A. Once the property is pre-registered the applicant has **60-DAYS** to:
- LOG-IN plans** or the **Occupancy Certification** form with the Fire Department or the Planning and Development Department.
  - PAY** a fee of **\$250.00** for zoning verification.
- 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:
- The undersigned is the owner of the existing or proposed use or is authorized to file this form on behalf of the owner.
  - 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 which are not within the front yard setback, meeting minimum setback requirements for primary and secondary structures, and complying with maximum lot coverage.
  - 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.
  - The undersigned has read and understood the definitions above and agrees to comply with the requirements established for the operation of a community residence home.
  - 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.