



**Planning & Development
Department**

GROUP HOME FOR BUILDING PERMIT



SUBMITTAL FORMS INDEX

GROUP HOME PROCESS AND CHECKLIST	GHPC
APPLICATION WITH: LICENSING TIMEFRAME/FEE/PRE-APPLICATION INFORMATION, FINANCIAL RESPONSIBILITY, DEVELOPMENT DISCLAIMER, AND SUBMITTAL ACCURACY STATEMENTS	304
CONTACT SUPPLEMENTAL	3043
TYPICAL RESIDENTIAL SITE PLAN	3012
PERMITS FACILITIES DIRECTORY	303



Planning & Development Department

GROUP HOME PROCESS INSTRUCTIONS & CHECKLIST

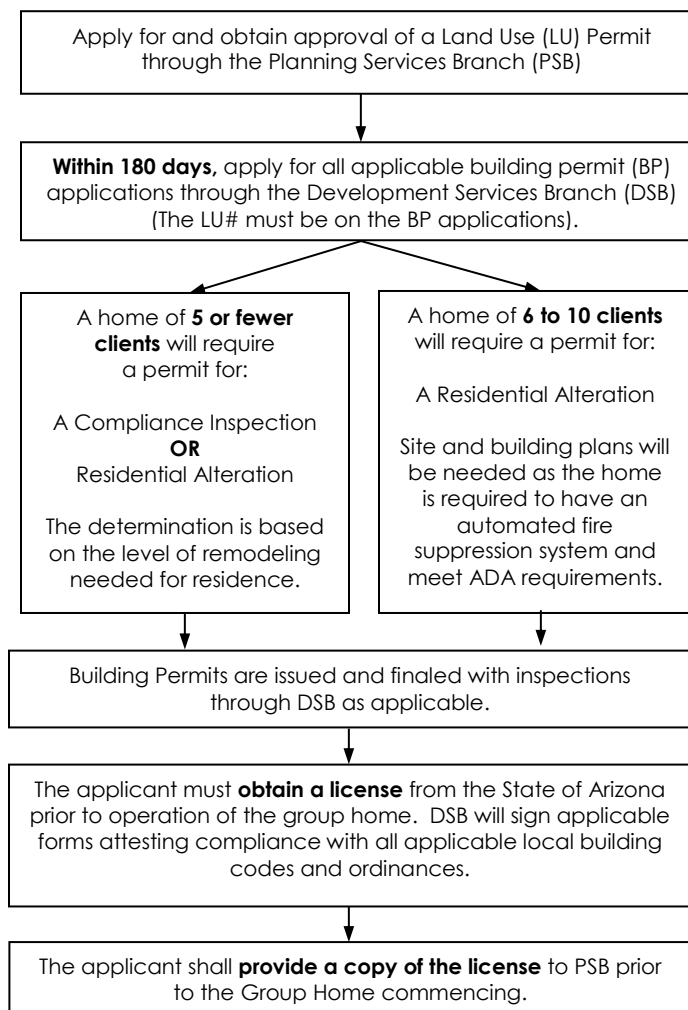


Group Home is defined as "A dwelling unit shared as their primary residence by handicapped or elderly persons, living together as a single housekeeping unit, in a long term, family-like environment in which staff persons provide on-site care, training, or support for the residents. Such homes or services 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 autisms, cerebral palsy, epilepsy or mental retardation, as regulated by Arizona Revised Statutes."

The governing regulations that apply are: Maricopa County Zoning Ordinance, Chapter 5, Article 501.2.5 and Chapter 6, Article 601.2.4. 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 a Special Use Permit which is applied for under a different packet.

The Group Home process consists of several applications through two Branches of Maricopa County Planning and Development and the State of Arizona. Initially, an applicant must obtain entitlement for the use through a Land Use application and then applicable building permits must be obtained. Please review the flow chart below. For questions, call the On Call Planner at 602-506-3301.

GROUP HOME FLOW CHART





Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



Licensing Timeframes – A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - <http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx>
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

Pre-Application Meetings

- Commercial projects will require a Pre-Application meeting at a cost of \$350.00
 - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of \$150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of \$50.

Personal Guarantee of Financial Responsibility

I, _____, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials:



Planning & Development Department
BUILDING ACTIVITY APPLICATION PACKET
 (Continued – Page 2)



Development Disclaimer Notice

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN _____) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials: _____

PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department’s Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials: _____



Planning & Development Department

BUILDING ACTIVITY APPLICATION



PARCEL #		CROSS STREETS:								
Is the property on Septic?		Yes		or		No		(circle one)		
Are there any Code violations on this property?		Yes		or		No				
Is there any other construction occurring on the property right now?		Yes		or		No				
Is your driveway tying into a Maricopa County right-of-way?		Yes		or		No				
CONSTRUCTION SITE ADDRESS:						City & Zip:			AZ	
OTHER INFO:	SUBDIVISION MOBILE HOME PARK (with Space or Lot #)									
DIRECTIONS TO JOB SITE:										
DETAILED WORK DESCRIPTION:										
EST. VALUATION OF PROJECT \$										
PROPERTY OWNER – Last Name:						First Name:				
Mailing Address:										
Phone #:			Alt #:			Email:				
CIRCLE THE TYPE OF PERMIT(S)										
RESIDENTIAL:	New	New w/Basemt	SP #			Addition	Accessory	Alteration		
POOL / SPA:	Production	SP #			Custom	POOL BARRIER:		New	Existing	
MINOR:	Electrical	Plumbing	Mechanical	Non-Tech	Demo					
COMMERCIAL:		New	Addition	Accessory	→ Sign	Wall or Monument	Tenant Imprvmt			
Name of Co.:										
GRADING:	Paving	Subdiv. Infrastr.	Infrastr	FENCE:	CMU	Iron	Chain	Pipe	HT	LF
FACTORY BUILT:	Mobile	Multi-Sect	Manuf	Yr.	FBB type:			FBB #:		
COMPLIANCE:	Drainage	Building	Group	Fire	Code					
UTILITIES TO PROPERTY		Electric Co:				Gas / Propane:				
Water Co:		Sewer / Septic:				Fire District:				
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2701 and is a class 2 misdemeanor.</p>										
Owner / Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.								YES	NO	
Owner / Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.								YES	NO	
PRINT NAME:				(Circle One) →		OWNER	CONTRACTOR	AGENT		
SIGNATURE:							DATE:			



**Planning & Development
Department
CONTACT SUPPLEMENTAL**



EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION

Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.

LICENSE NUMBER _____ NUMBER _____ CLASS _____		TRUST ACCOUNT NUMBER:	
AND CLASS:			
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/> Engineer <input type="checkbox"/>
COMPANY NAME:			
STREET ADDRESS:			
CITY/STATE/ZIP:			
MAILING ADDRESS: (If different from above)			
CITY/STATE/ZIP:			
CONTACT 1:		CONTACT 2:	
TITLE:		TITLE:	
PHONE NUMBER: ()		PHONE NUMBER: ()	
ALTERNATE NUMBER: ()		ALTERNATE NUMBER: ()	
BUSINESS FAX: ()		BUSINESS FAX: ()	
E-MAIL:		E-MAIL:	

OWNER / AGENT / CONTACT INFORMATION

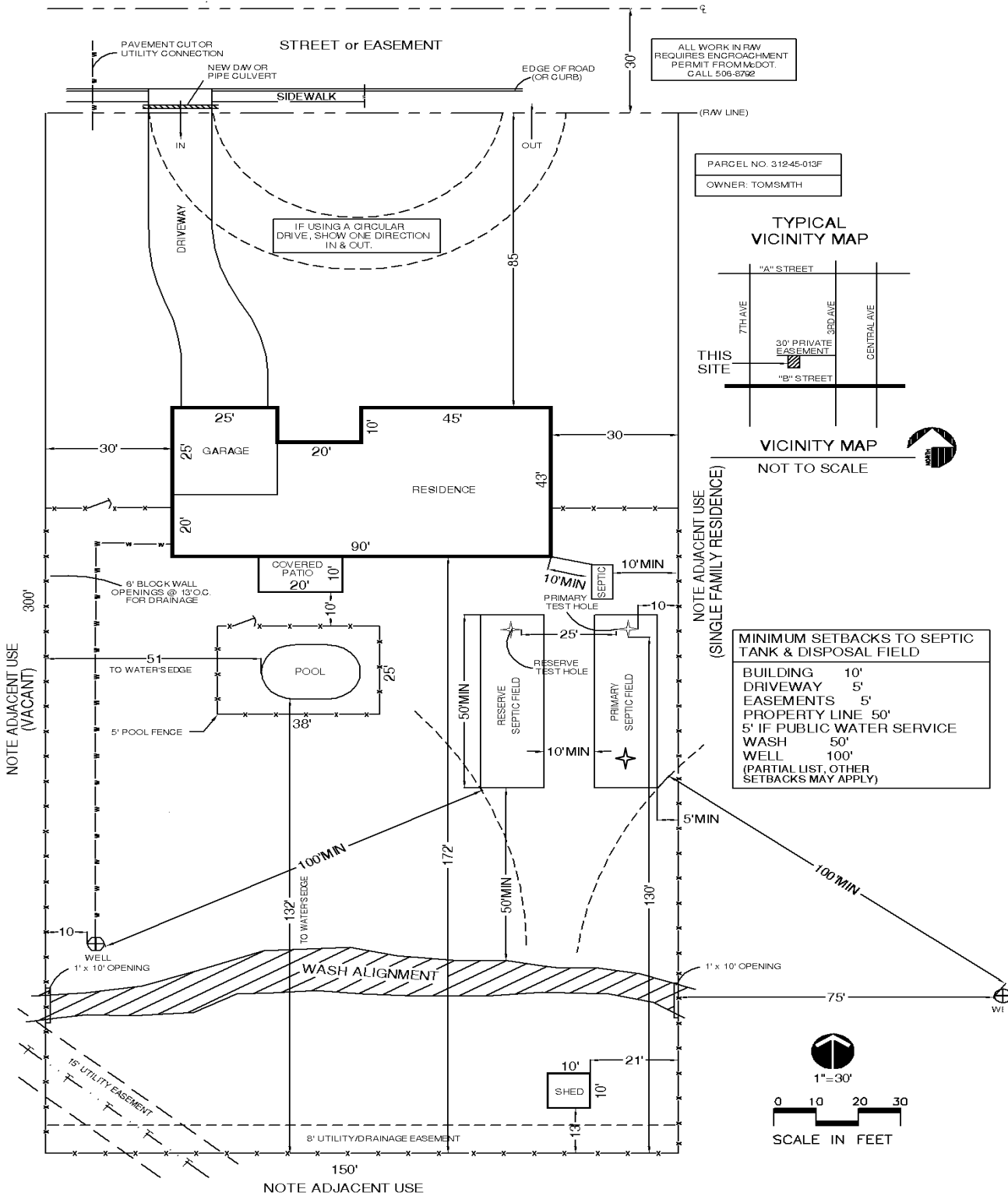
OWNER NAME:	BUSINESS NAME:
ADDRESS:	ADDRESS:
	CONTACT 1:
	PHONE NUMBER: ()
PHONE NUMBER: ()	CONTACT 2:
ALTERNATE: ()	PHONE NUMBER: ()
FAX NUMBER: ()	FAX NUMBER: ()
E-MAIL:	E-MAIL:



Planning & Development Department



TYPICAL RESIDENTIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)
 ADDITIONAL DETAILED PLANS MAY BE REQUIRED.