

GROUP HOME ZONING REVIEW

Permit Number PZ-AZ or PZ-GH

APPLICABILITY

Zoning review is required when seeking to establish the following on a property:

- [Group Homes](#) for the Disabled (Section 3.8)

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Administrative Zoning Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda if applicable (for certain types of Temporary Use Permits only).

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **CC&Rs** - be prepared to acknowledge awareness of any applicable CC&Rs that may apply to the property. *The County does not enforce CC&Rs which are private agreements between the OA/HOA/POA and the property owner. Some Owner Associations prohibit the Uses permitted by Coconino County.*
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** – typewritten, describing all pertinent details of the request and how performance standards of the requested administrative zoning type will be addressed, as well as describing structures and uses as applicable, proposed dates and times of operation, number of employees and/or patrons, traffic flow and parking, how utilities (water, power, wastewater) are provided as applicable, lighting and noise considerations, etc.
- **Site Plan** - drawn **to scale** using accurate dimensions and showing property boundaries; existing and proposed structures and uses; locations of driveways, pedestrian walks, easements (vehicular, utility), landscaped areas (per Section 4.4 of the Zoning Ordinance), fences, walls, exterior lighting (per Section 4.3 of the Zoning Ordinance), signage (per Section 4.2 of the Zoning Ordinance), off-street parking areas including ingress and egress flow, property setbacks, and natural features of note that may affect the request. (See the [Site Plan Requirements](#) document for a complete list). If applicable, the Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.

ADDITIONAL DOCUMENTS AS REQUESTED BY STAFF:

- Architectural drawings including floor plans and elevations of all existing and proposed structures as they will appear upon completion.
- A notarized statement that describes the maximum number of residents, the number of live-in staff and the number of employees on site at a time; the full range of disabilities the home serves; an outline of the Code of Conduct; and certification that residents fit the definition of Handicapped under the Fair Housing Act. This can be included as part of the Narrative.
- Affidavit of Compliance (signed and dated) using the following language in a separate document: *“I understand the definition of a Group Home for the Disabled as defined by the Fair Housing Act and here by certify occupants of proposed home meet the standards of said definition. Should the property being used no longer meet the standards as outlined in Section 3.8 of the Coconino County Zoning Ordinance or if all occupants of the home no longer meet the intent of the Fair Housing Act this permit shall be considered void. In such cases, regulations for Other Group Homes or Residential Collective Homes shall apply. Further it is stated that the Assessor’s Parcel Number(s) [insert] is/are presently or will be used as a Group Home for the Disabled.”*

OTHER PERMITS MAY BE REQUIRED

In addition to the Administrative Zoning Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Administrative Zoning Permit is approved.***