

## CITY OF EL MIRAGE

# GROUP HOMES Approval Process

April 2015



GROUP HOME

*“Quality community development through  
quality customer service”*

### CONTACT:



**CITY OF EL MIRAGE**  
Development & Community Services  
Planning and Zoning

12145 NW Grand Avenue  
El Mirage, AZ 85335  
Phone 623-876-2935  
TDD 623-933-3258  
FAX 623-876-4607  
[www.cityofelmirage.org](http://www.cityofelmirage.org)

### NOTICE



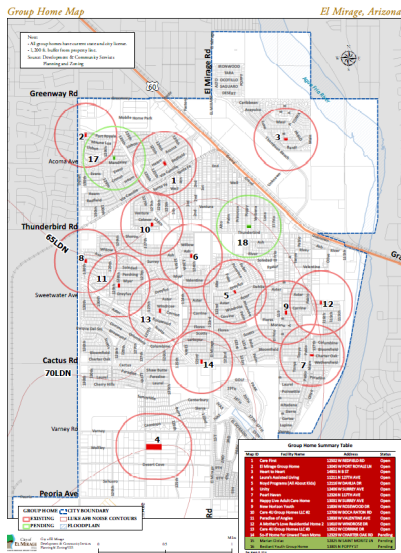
Group Homes for up to six clients and up to two resident caregivers are allowed in single-family residences under state statutes for Residential Facilities (A.R.S. Sec. 36-582). This law overrides local zoning codes and deed restrictions, but requires that all group homes be at least 1200 feet from any other residential facility.

Note: The City receives calls on group homes regularly and cannot ensure that a site will remain available. **A complete application and processing fee of \$200 (non-refundable) is required to reserve a site. A site reservation will be valid for a period of twelve (12) months from the date of the zoning clearance letter. Group Homes must have a current state and city license to keep a group home status.**

# Group Home Process

Steps for approval of a group home within the City of El Mirage are set forth in order as follows:

## **ITEM 1: ZONING CLEARANCE**



The Planning and Zoning staff will verify the 1200-foot separation from other facilities as required by State Law. Sites cannot be held and there's no guarantee that other applications will not be submitted. If the site is available staff will accept a reservation with the submission of an application and fee. The reservation will be valid for a period of twelve months. A final approval will be granted once all documentation has been submitted to the Planning and Zoning Department.

To check a availability contact:

**Jose A. Macias,**  
**Development Services Coordinator /GIS**  
12145 NW Grand Ave., El Mirage, AZ 85335  
Phone: 623-876-2996  
Fax: 623-876-4605  
E-mail: [jmacias@cityofelmirage.org](mailto:jmacias@cityofelmirage.org)

## **ITEM 2: STATE LICENSING**

The second step is to apply for your state license from the following agencies;

**Arizona Department of Health Services**  
150 N 18<sup>th</sup> Ave., Phoenix, AZ 85007.

Website: [www.azdhs.gov](http://www.azdhs.gov)  
Phone Numbers by Facility Type:

- Assisted Living: 602-364-2639
- Behavioral Health: 602-364-2595
- Mental health: 602-364-3030

**Arizona Department of Economic Security**  
**Arizona Department of Child Safety**  
P.O. Box 6123 Site Code 940A  
Phoenix, AZ 85005-6123

Website: [www.azdes.gov](http://www.azdes.gov)  
1-877-543-7699

## **ITEM 3: FIRE INSPECTION**

To arrange an on-site inspection for advice on alarms or sprinklers contact:

**Mary Dickson, Building Official**  
13506 N El Mirage Rd., El Mirage, AZ 85335  
Phone: 623-251-3508  
Fax: 623-583-8257

## **ITEM 4: BUILDING PERMITS**

Group homes are required to have a licensed contractor and building permit for sprinklers, but not for alarm systems.

For information on permits contact:

**Ella Ochoa, Sr. Administrative Assistant**  
12145 NW Grand Ave., El Mirage, AZ 85335  
Phone: 623-876-2934  
Fax: 623-876-4607  
E-mail: [mochoa@cityofelmirage.org](mailto:mochoa@cityofelmirage.org)

## **ITEM 5: BUSINESS LICENSE**

City business licenses are \$100 per year and renewed each year in January. City licenses are issued by BizConnectPro at: [www.BizConnectPro.com/elmirage](http://www.BizConnectPro.com/elmirage) or by phoning 623-242-2491.

## **ITEM 6: FINAL APPROVAL**

Submit copies of valid state license, fire and/or building inspections and city business license to receive final approval to operate a group home.

