



Adult Care Home Application

Zoning/spacing approval will expire after 180 days if a license has not yet been obtained from the AZ Department of Health Services

Project Name:		
Property's Address:		A.P.N.:
Zoning designation:		
Owner:		
Applicant:		
Company:		
Address:	State:	Zip:
Phone:	E-mail:	
Owner /Applicant Signature		

City of Scottsdale's submittal requirements:

1. This application form with the information above completed and signed.
2. A site plan or current aerial map which shows all existing and proposed roofed structures on the property and includes the net lot area and gross floor area for all roofed structures in square feet. NOTE: The total Floor Area Ratio may not exceed 35%.
3. Signed Affidavit of Authority to Act as the Property Owner form
4. Please answer all of the following. You may use a separate sheet of paper if necessary
 - What is the maximum number of residents? _____
 - Are the residents all over the age of 18? (Circle one) Y/N
 - What is the minimum length of stay for a resident? _____
 - How many caretakers will live on site? _____
 - How many caretakers will visit the site on a regular basis? _____
 - What type of care will be provided on site? _____
 - Provide the state license type: _____
 - Provide the NAICS (North American Industry Classification System) number: _____

City of Scottsdale's Registration and Permit process for Adult Care facilities in an existing building:

- A. Applicant shall submit a Pre Application Request. This will trigger a Pre Application meeting with a Planner on staff. The applicant shall bring this completed form to the Pre Application meeting. Once the Planner can verify that the proposed Adult Care Home complies with the applicable sections of the Zoning Ordinance, Section 5.012.A.2 or 5.102.A.2. an Adult Care (AC) case will be created and the property will be mapped. NOTE: Please be advised that this spacing approval will expire after 180 days if the applicant has not yet obtained license from the Arizona Department of Health Services.
- B. Submit this signed, approved application to the One Stop Shop in the One Stop Shop at 7447 East Indian School Road, Suite 100 and pay for a C of O for Existing Building Permit. All proposed Adult Care homes are required to undergo an inspection within 24 hours of obtaining a 'C of O for existing building' permit. **NOTE: Please be advised, this permit is valid for 180 days from the date that the permit is issued.**

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088



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City Use Only:

_____-PA-____

_____-AC-____

Approved for "C of O for Existing Building" permit issuance

Staff signature and date

- C. The applicant shall schedule an inspection meeting with the City of Scottsdale Building and Fire Inspector(s).
- D. The City of Scottsdale Building and Fire Inspector signifies approval of the "C of O for Existing Building" permit and will issue a new Certificate of Occupancy.

Required Notice

1. Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Department, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Department Administrator. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services One Stop Shop, or from the city's website:
<http://www.scottsdaleaz.gov/building-resources/forms>

Planning and Development Services
 One Stop Shop
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 Scottsdale, AZ 85251
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