



Adult Care Home

For the intention of obtaining City of Scottsdale zoning clearance for the Arizona Department of Health Services

NOTICE OF INTENT TO ESTABLISH AN ADULT CARE HOME FOR NO MORE THAN 10 RESIDENTS

An *Adult Care Home* is defined Under Article III of the Scottsdale Zoning Ordinance as follows. An Adult care home shall mean a residential care institution which provides supervisory care, personal care, or custodial care services to adults who require the assistance of no more than one (1) person to walk or to transfer from a bed, chair, or toilet, who are able to self-propel a wheelchair, as subject to licensing by the State of Arizona.

Project Name: _____ Maximum number of residents: _____
 Property Address: _____
 Legal Description: _____
 Zoning: _____ Tax Parcel Number: _____
 Owner Name : _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Fax Number: _____
 E-Mail: _____

NOTE: This application is valid for 6 months from the date it is submitted. The applicant is required to provide a current Certificate of Occupancy for the proposed Adult Care Home to the City of Scottsdale Current Planning Department within 180 days from the date of submittal or this application will be considered expired.

City of Scottsdale submittal requirements:

- 1. This completed application form
- 2. Copy of Arizona Department of Health Services (ADHS) Zoning Clearance form
- 3. A dimensioned floor plan for the proposed facility with all rooms labeled (i.e. kitchen, bath, bed)
- 4. 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.
- 5. Copy of Assessor's ownership documentation or other current form of property ownership verification.
- 6. Written authorization from the property owner if anyone other than the owner of the property is acting as the applicant.

- PROCESS OUTLINE-

- A. Submit all required paperwork to the Planning Services counter at 7447 E. Indian School Road, Suite 105 and simultaneously pay for a 'C of O for existing building' permit. Proposed AC home is required to undergo an inspection within 24 hours of submitting.
- B. Meet with the City of Scottsdale Building Inspector and provide copies of the site and floor plans.
- C. Building Inspector signifies approval of the visual inspection by issuing a new Certificate of Occupancy and signs off on building code portion of the ADHS form.
- D. Provide Planning Services staff with a copy of the Certificate of Occupancy to obtain sign off on the ADHS Zoning Clearance form no later than 180 days from the date that this application was submitted.

Property Owner Signature: _____

Date: _____

Planning & Development Services Department

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