

# CITY OF MARICOPA<sup>®</sup>

PROUD HISTORY • PROSPEROUS FUTURE

DEVELOPMENT SERVICES DEPARTMENT

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July 2023

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## GROUP HOME PROCESS GUIDE 1-6 RESIDENTS

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## Introduction

The City of Maricopa has recognized the following regulations for Group Homes with 1-6 residents. The purpose of these regulations is to permit minors, disabled, handicapped or elderly persons to reside together in single family residential neighborhoods in compliance with the Fair Housing Act, while preserving the residential character of the neighborhood.

To begin the process of obtaining a zoning clearance as required by the state, the property must first be registered with the City of Maricopa by submitting a group home registry permit.

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## Process Overview

### Registration Submittal Requirements

Before a Group Home zoning clearance may be issued, the applicant must submit a request to register a property with the City of Maricopa. To register a Group Home with the City, the following are required:



- 1. Narrative:**

Description of proposed facility (i.e. number of residents, hours of operations, type of care, etc.). Specify whether or not all residents will be capable of self-preservation in the event of an emergency situation.

Definition of Self-Preservation: Capable of self-preservation in the event of a fire, a person is able to, leave the building on his/her own, even if it requires the use of a wheelchair.

## 2. Aerial Image of Property:

You may find an aerial image of the proposed property at <https://www.google.com/earth/> or <https://www.google.com/maps>. Please be sure to show sidewalk, street, and complete setbacks of the proposed property.

Example aerial image shown below:



Figure 1 - Example Aerial Image

### 3. Property Owner Authorization:

If you are not the property owner of the proposed home you will have to have a signed property owner authorization letter submitted in order to operate. If you are the property owner you may simply submit a letter stating you intend to use your property for this purpose (see example below).

**Property Owner Authorization**

Date:

I the undersigned home owner of property with APN \_\_\_\_\_ hereby authorize Applicant ( \_\_\_\_\_ ) to process with the City of Maricopa to secure permit to allow my residence to be used as a Group Home.

Regards,

\_\_\_\_\_  
print name and sign  
(Home Owner)

Figure 2 - Example Owner Authorization



### Review Process

Staff reviews the online application to determine if all the necessary information has been submitted, and then the proposed group home is reviewed by the City of Maricopa.



### Building Safety Division and Fire Division Inspections

All group homes must be reviewed and inspected by the Building Safety and Fire Division for conformity. This will require a separate Certificate of Occupancy (Residential) application after zoning approval, where you will show how the proposed home will comply with the applicable building and fire codes of the City.

Please refer to **Page 15** of this guide for directions on how to apply for the Certificate of Occupancy.



### Time Frame for Zoning Clearance

Approval is granted within a 2-3 week timeframe, assuming all submittal items have been accepted and approved by the City of Maricopa.

## How to register your Group Home

**STEP 1. SIGN UP FOR A PORTAL ACCOUNT THROUGH THE FOLLOWING LINK – [VIP PORTAL](#)**

**\*\*IF YOU ALREADY HAVE A PORTAL ACCOUNT YOU MAY SKIP TO STEP 3.**

The screenshot shows the City of Maricopa VIP Portal interface. At the top left is the City of Maricopa logo with the tagline 'PROUD HISTORY • PROSPEROUS FUTURE'. To its right is a 'VIP PORTAL' badge. A large teal arrow points from the logo area to a 'Sign Up or Log In' button and a 'Select Language' dropdown menu. Below this is a navigation bar with 'City of Maricopa' on the left and 'support: See Below' on the right. The main content area features three service tiles: 'My Portal' (Apply for, Pay for & View Permits, Request Inspections), 'Contact Us' (Request information or report a concern), and 'Parcel Search' (Find and review parcel information). Each tile has a 'GO >' button. At the bottom, a welcome message reads 'Welcome to the City of Maricopa's VIP Portal' and includes a link to 'click here'.

**STEP 2. ENTER INFORMATION UNDER THE ACCOUNT SIGN UP SECTION THEN CLICK NEXT**



- 1 Account
- 2 Contact
- 3 Review



**Account Sign Up**

Email Address:  Valid Email Address

Password\*:  Minimum 8 characters

Confirm Password:  Re-enter password

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**Access Code**

[Alarm Permits: 520-316-6982 or alarm@maricopa-az.gov](#) / [Permits: 520-316-6920 or dspermits@maricopa-az.gov](#)

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

Already have an account? [Log In.](#)

**PROCEED TO FILL OUT THE CONTACT INFORMATION**

1 Account      2 Contact      3 Review

**Contact Information**

First Name:

Last Name:

Business / Full Name:

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Address:

City:

State: AL ▾

Zip Code:  e.g. 12345 or 12345-6789

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Phone #:  e.g. 555-555-5555

Phone Type: CELL ▾

← PREVIOUS      NEXT →

**CONFIRM THE INFORMATION ON THE REVIEW PAGE IS CORRECT, THEN CLICK ON AGREE TO TERMS AND CREATE YOUR ACCOUNT.**

1 Account      2 Contact      3 Review

**Review the information below**

Account [edit](#)

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Contact [edit](#)

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I agree to the Terms And Conditions

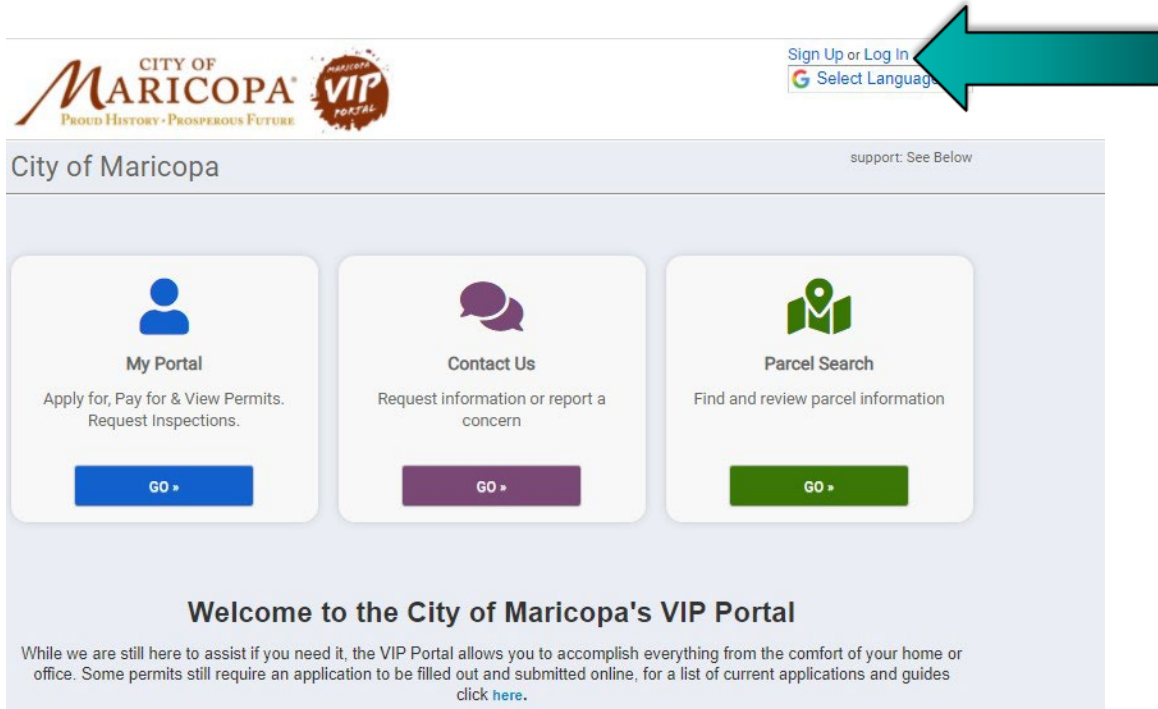
✓ CREATE MY ACCOUNT



**CLICK ON THE VERIFY BUTTON TO VERIFY YOUR ACCOUNT THROUGH THE EMAIL YOU USED TO SIGN UP WITH.**

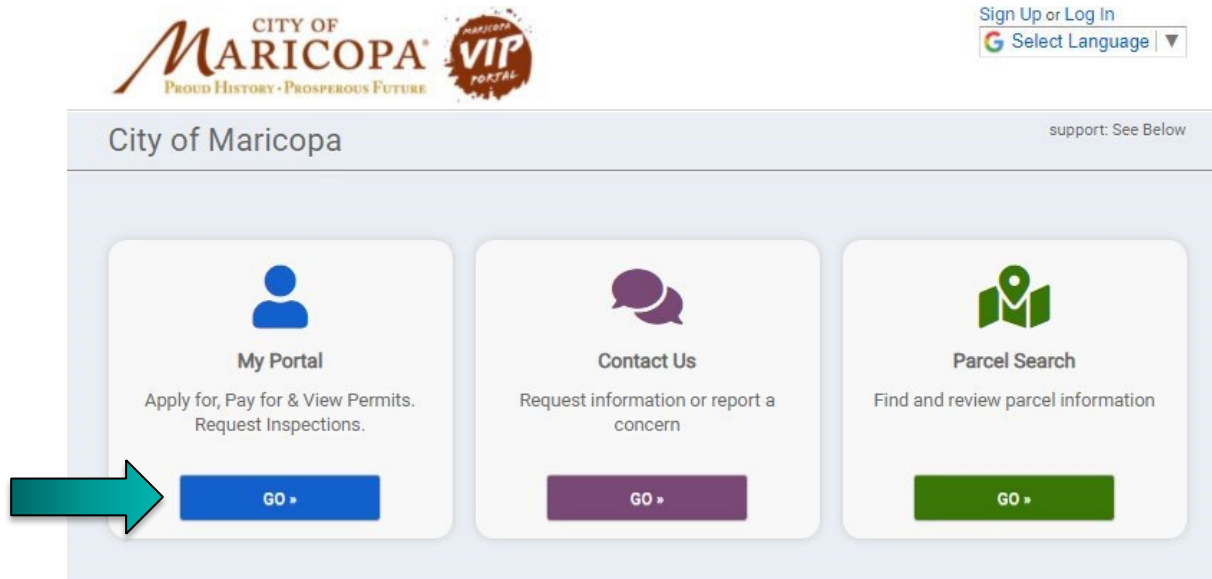


### STEP 3. LOG IN



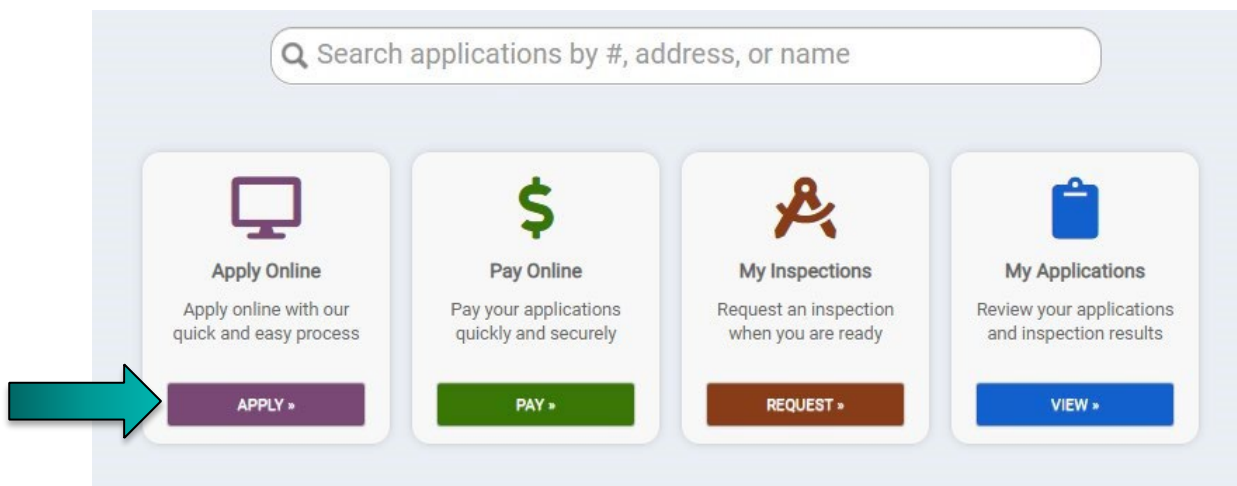
The screenshot shows the City of Maricopa VIP Portal website. At the top left is the City of Maricopa logo with the tagline "PROUD HISTORY • PROSPEROUS FUTURE" and a "VIP PORTAL" badge. In the top right corner, there is a "Sign Up or Log In" link and a "Select Language" dropdown menu, with a red arrow pointing to the "Sign Up or Log In" link. Below the header is a navigation bar with "City of Maricopa" on the left and "support: See Below" on the right. The main content area features three service tiles: "My Portal" (Apply for, Pay for & View Permits. Request Inspections.), "Contact Us" (Request information or report a concern), and "Parcel Search" (Find and review parcel information). Each tile has a "GO" button. Below the tiles is a "Welcome to the City of Maricopa's VIP Portal" section with a paragraph explaining the portal's purpose and a link to "here".

## STEP 4. CLICK ON MY PORTAL



The screenshot shows the City of Maricopa website header with the logo and a 'VIP PORTAL' badge. In the top right corner, there are links for 'Sign Up or Log In' and a 'Select Language' dropdown menu. Below the header, the text 'City of Maricopa' is displayed on the left and 'support: See Below' on the right. The main content area features three service tiles: 'My Portal' (with a person icon), 'Contact Us' (with a speech bubble icon), and 'Parcel Search' (with a location pin icon). Each tile contains a brief description of the service and a 'GO >' button. A red arrow points to the 'My Portal' button.

## STEP 5. CLICK ON APPLY ONLINE



The screenshot shows a search bar at the top with the placeholder text 'Search applications by #, address, or name'. Below the search bar are four service tiles: 'Apply Online' (with a computer monitor icon), 'Pay Online' (with a dollar sign icon), 'My Inspections' (with a person and wrench icon), and 'My Applications' (with a clipboard icon). Each tile includes a description of the service and a corresponding action button: 'APPLY >', 'PAY >', 'REQUEST >', and 'VIEW >'. A red arrow points to the 'APPLY >' button.

**STEP 6. SELECT PLANNING AND ZONING FOR CATEGORY AND RESIDENTIAL AND GROUP CARE HOME (1-6 RESIDENTS) FOR APPLICATION TYPE**

Step 1 - Select a category to view application choices

Category:  
Planning and Zoning (Signs, Pre-Applications, Zoning, ETC.)

Step 2 - Select an application

Application:  
Residential and Group Care Home (1-6 Residents)

**NEXT** →


**STEP 7. CONTINUE FILLING INFORMATION UNTIL APPLICATION IS COMPLETE**

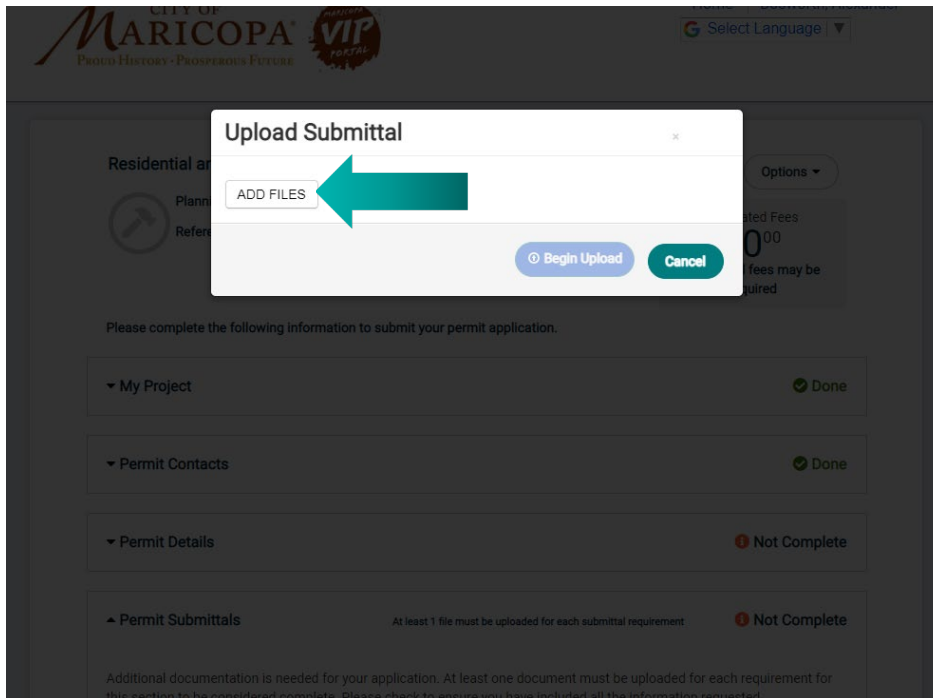
**STEP 8. UPLOAD YOUR SUBMITTAL DOCUMENTS AS SHOWN BELOW:**

▲ Permit Submittals At least 1 file must be uploaded for each submittal requirement **Not Complete**

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

- \* Required for Application
- Ⓢ Required before permit can be closed

Submittal Name	Received	Version	Status	
Narrative describing the proposed use, number of residents and	--	1	Pending	<a href="#">Upload</a> 
Aerial Image of the Facility *	--	1	Pending	<a href="#">Upload</a>
Written Authorization from the Property Owner *	--	1	Pending	<a href="#">Upload</a>
List of Emergency Contacts with Phone Number and Email *	--	1	Pending	<a href="#">Upload</a>
Internal Only (Initial Payment Received/Route for Review)	--	1	Pending	<a href="#">0 Files</a>
Comment Response/Letter from Applicant (Required for Resubmittal) Ⓢ	--	1	Pending	<a href="#">Upload</a>



**As soon as all submittal items are uploaded, your Group Home will be routed for review.**

**Once approved you will receive a Memo of Approval from the City of Maricopa posted to the Portal's "Permit Notes" section.**

## How to receive the required Certificate of Occupancy

After the group home permit application is reviewed and a memo of approval is issued, a residential Certificate of Occupancy will be required for the group home to begin operation. This will require a separate application, which can be found as shown below:

### 1. APPLY ONLINE

The screenshot shows the 'Applications' page of the City of Maricopa website. At the top left is the City of Maricopa logo with the tagline 'PROUD HISTORY • PROSPEROUS FUTURE' and a 'VIP PORTAL' badge. At the top right are navigation links for 'Home' and 'Select Language'. Below the header is a search bar with the placeholder text 'Search applications by #, address, or name'. The main content area contains four cards: 'Apply Online' (with a computer icon and an 'APPLY >' button), 'Pay Online' (with a dollar sign icon and a 'PAY >' button), 'My Inspections' (with a notification 'You have 4 inspections upcoming' and a 'REQUEST >' button), and 'My Applications' (with a 'View Applications' link and a 'VIEW >' button). A large teal arrow points to the 'APPLY >' button.

**2. SELECT THE “BUILDING PERMITS (RESIDENTIAL PROJECTS)” CATEGORY, AND THEN SELECT THE “RESIDENTIAL CERTIFICATE OF OCCUPANCY” APPLICATION OPTION AS SHOWN BELOW:**

What type of application do you need today?

Select a category to view your options

Building Permits (Residential Projects) ▾

- Detached Structure (Residential) Permit
- Duplex Permit
- Electrical Service- Reenergize Service
- Multi-Family Housing (3+ Units)
- Multi-Family Residence Master Standard Plan Review
- New Single Family Residence (Province Parcel 8 & 10)
- New Single Family Residence (The Trails @ Tortosa)
- New Single Family Residence Master Standard Plan Review 2018
- New Single Family Residence Permit
- New Single Family Residence Permit (Lakes at Rancho El Dorado Phase 3) Resolution 13-14
- New Single Family Residence Permit (Rancho Mirage Parcel 6, 7, 19) DR HORTON ONLY
- Residential Addition (Patio/Porch) Permit
- Residential Alteration/Remodel Permit
- Residential Certificate of Occupancy
- Residential Demolition
- Residential Electrical (Only) Permit
- Residential Gas Line Permit
- Residential Mechanical (Only) Permit
- Residential Plumbing (Only) Permit
- Residential Solar Install Permit
- Residential Swimming Pool Heater (Includes Gas Line & Electric Permit)
- Residential Swimming Pool/Spa Permit
- Residential Wall/Fence Permit
- Sales Office for Model Home
- Swimming Pool Standard Plan Review



### 3. COMPLETE THE APPLICATION

**You will need the following submittal documents for the Certificate of Occupancy application:**

**a. The Memo of Approval from Planning and Zoning:**

Submit the Memo of Approval that the Planning and Zoning Division provided during the Group Home permit's approval. This should be visible in the "Permit Notes" section of the permit's Portal page.



	<p>39700 W. Civic Center Plaza Maricopa, AZ 85138 Ph: 520.568.9098 Fx: 520.568.9120 www.maricopa-az.gov</p>
<b>MEMO</b>	Planning & Zoning Division
Date	
Applicant/Owner: Applicant Name Street Address Maricopa, AZ 85138	
RE: GH23-XXX – Group Home, LLC – Group Home (1-6)	
<p>The group care facility, with a proposed <b>occupancy of 1-6 capable</b> residents of preserving themselves during an emergency at property address <b>Street Address, Maricopa, AZ 85138</b> is allowed by right per City of Maricopa Zoning Code Section 18.120.240 as revised by Ordinance 18-05.</p> <p>Also, per City of Maricopa Building Code, Chapter 7, Sec. 310.4 care facilities that provide accommodations for ten or fewer persons receiving care are classified as R-4 Residential Group and do not require any additional inspection(s) or occupancy change from the City of Maricopa.</p> <p>Lastly, if this facility will be licensed through the State of Arizona, the City of Maricopa Fire Department will require a fire inspection on behalf of the state. Ensure all other applicable inspection requirements are fulfilled. Please get in touch with our Permit Center at 520-316-6920 to apply and schedule an inspection.</p>	
Best regards,	
	
<hr/> <b>Alexander Bosworth</b> Planner City of Maricopa, Development Services Department P: (520) 316-6948 <a href="mailto:Alexander.Bosworth@maricopa-az.gov">Alexander.Bosworth@maricopa-az.gov</a>	

Figure 3 - Example Memo of Approval

**b. The approved Project Narrative**

Submit the stamped and approved project narrative that was provided within the Group Home permit's page. Please contact City staff for assistance in finding the stamped approved documents in the Portal.

**c. Emergency Contact List**

Please submit a list that includes the following emergency contact contacts, names, numbers and addresses:

- Emergency Response (911)
- Non-Emergency Police
- Non-Emergency Fire
- Poison Control
- Group Home Owner
- Contact person not living at the group home address
- Nearest hospital

**d. Emergency Evacuation Plan:**

A clear blue print of the property illustrating an emergency evacuation plan. You may draw the site plan yourself. Please show all floor levels if there are more than one. Show all required smoke and carbon monoxide detectors, fire alarm, emergency lighting and fire extinguishers. Please show front egress door size, all sleeping rooms window information (length, width and method of operation).

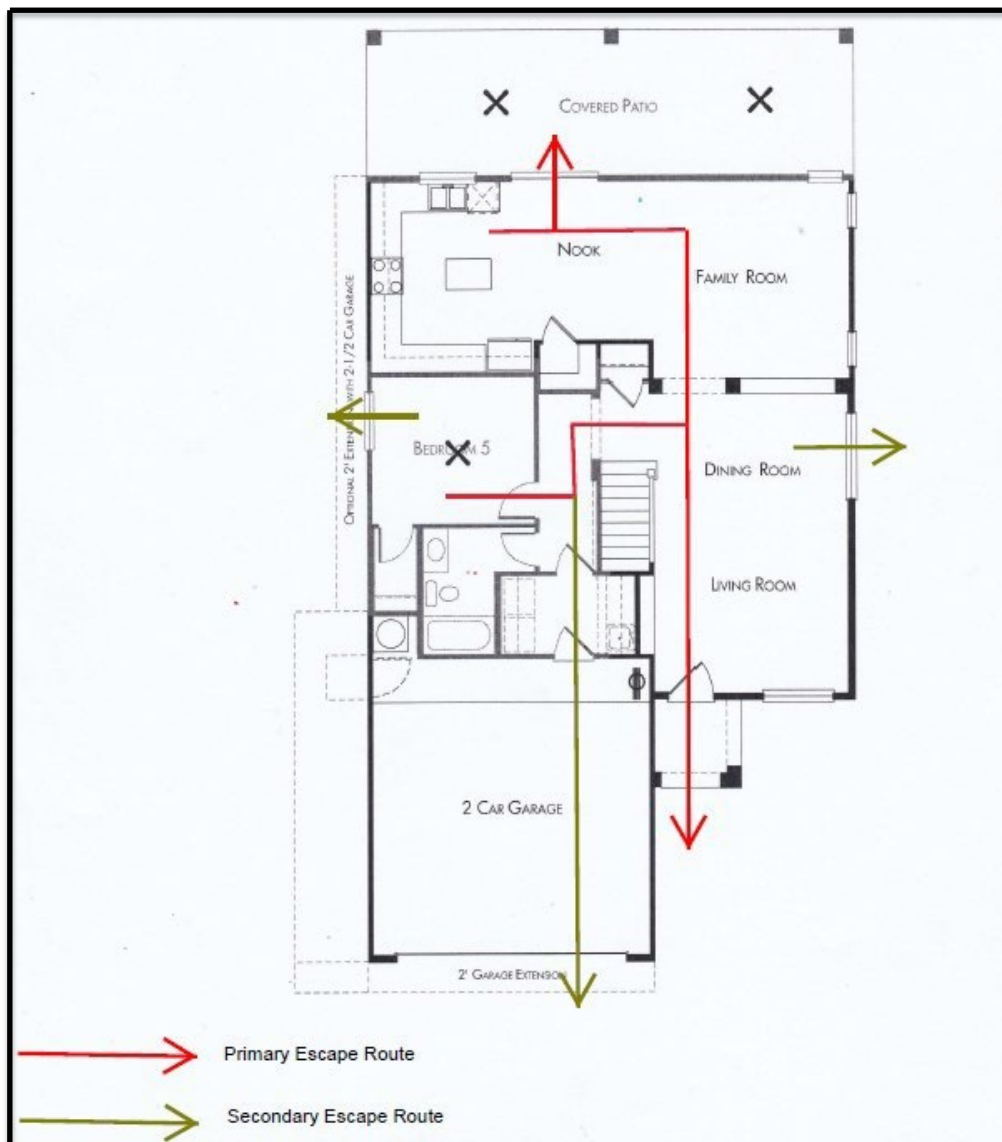


Figure 4 - Example Evacuation Plan

**4. AFTER THE APPLICATION IS REVIEWED AND APPROVED,  
REQUEST THE NECESSARY FIRE INSPECTIONS:**

- **Please call the Permit Center at 520-316-6920 in order to request the required inspections and have them scheduled.**

**5. PRINT 3 SETS OF YOUR EVACUATION PLANS AND  
EMERGENCY CONTACT NUMBERS YOU SUBMITTED ONLINE.**

- **1<sup>st</sup> set for the Fire Inspector**
- **2<sup>nd</sup> set posted at your Group Home**
- **3<sup>rd</sup> set for the State**



**For any additional questions, please contact the City by phone at 520-316-6920 or by email at [DSPermits@maricopa-az.gov](mailto:DSPermits@maricopa-az.gov)**