



**City of Laguna Niguel**  
**Community Development Department**  
**30111 Crown Valley Parkway**  
**Laguna Niguel, CA 92677**  
**949-362-4300**  
**[www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org)**

## **GROUP HOME PERMIT FILING** **INSTRUCTIONS & APPLICATION - FORM 217**

A **group home** means a dwelling or portion thereof that is being used as supportive living environment for persons who are considered disabled under state or federal law. Group homes shall not include the following: (1) state licensed residential care facilities; (2) any group home that operates as a single housekeeping unit. Group homes, which are distinguished from other boarding houses by the disabled status of their clientele, are permitted in all zones that allow residential uses with approval of a Group Home Permit (Laguna Niguel Zoning Code Section 9-1-38).

To apply for a Group Home Permit, the applicant shall prepare and submit the required exhibits listed below. No person shall open a group home or begin employment with a group home without first providing the following information and obtaining a permit. Additionally, it is the responsibility of such persons to update any of the information to keep it current.

### **Required Submittal Items:**

1. A completed Group Home Permit Application (attached).
2. Letter describing the business operations, including the maximum number of occupants (may not exceed two persons per legal bedroom, including the house manager), number of rooms, number of beds, and the target population.
3. A copy of the group home rules and regulations, intake procedures, and relapse policy.
4. Blank copies of all forms that all residents and potential residents are required to complete.
5. A detailed and labeled floor plan that clearly shows all bedrooms and areas intended for common use.
6. A signed and notarized copy of the City's Resident Verification Form (attached).
7. If the operator is not the property owner, a signed and notarized copy of the City's Property Owner Consent Form for operation of a group home at the property (attached).



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## **Group Home Permit Application**

### **Group Home Name and Address:**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Property Owner:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

### **Facility Operator:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

### **Live-In House Manager:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

### **24 Hour Emergency Contact:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **APPROVAL OF THIS GROUP HOME PERMIT SHALL BE SUBJECT TO THE FOLLOWING RESTRICTIONS AND REGULATIONS PER CITY OF LAGUNA NIGUEL ORDINANCE NO. 2024-228:**

1. Occupant rental agreements shall be no less than 30 days.
2. The group home shall not be located in an accessory dwelling unit unless the primary dwelling unit is used for the same purpose.
3. The group home shall have a house manager who resides at the group home and who is responsible for the day-to-day operation of the group home.
4. The facility operator shall provide to the City a 24-hour emergency contact. The contact shall respond, on-site if requested, to complaints about the condition, operation, or conduct of any occupants or guests. Prior to any change to the 24-hour emergency contact, Planning Division approval of a revised group home permit application is required.
5. All garage and driveway spaces associated with the dwelling unit shall, at all times, be available for the parking of vehicles. Vehicles associated with the facility, shall be operable, parked off-street, and used as a primary form of transportation occupants of the group home.



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6. Occupants shall not require and operators shall not provide "care and supervision" as those terms are defined by Health and Safety Code Section 1503.5 and Section 80001(c)(3) of title 22, California Code of Regulations.
7. Integral group home facilities are not permitted. Applicants shall declare, under penalty of perjury, that the group home does not operate as an integral use/facility.
8. The home shall comply with all applicable codes regarding fire, building construction and safety, and all other relevant laws, regulations and ordinances.
9. The group home shall not be located within 1,000 feet, as measured from the closest property lines, of any other group home or state licensed residential care facility.
10. If an occupant is evicted or a residence is involuntarily terminated, the operator shall:
  - a. Make available transportation to the address listed on the occupant's driver's license, state issued identification card, or permanent address provided on the occupant's application or referral to the group home. This obligation shall not be satisfied by providing payment to the operator for the cost of transportation.
  - b. At least 24 hours prior to eviction or involuntary termination, notify the occupant's emergency contact or contact of record that the occupant is no longer a resident of the home; contact the Orange County Health Care Agency's OC Links Referral Line (855-625-4657) to determine what services, if any, might be available to the resident; any information obtained shall be shared with the occupant prior to their release.
  - c. To the extent permitted by state and federal law regarding confidentiality of health care information, maintain records for a period of one year following eviction or involuntary termination to document compliance with these notice provisions.
11. Upon request of the Community Development Director or designee, the operator shall provide access to the group home or to records to ensure that the group home is operating according to Ordinance No. 2024-228.

**Required Attachments:**

- Letter describing the business operations, including the maximum number of occupants (may not exceed two persons per legal bedroom, including the house manager), number of rooms, number of beds, and the target population.
- A copy of the group home rules and regulations, intake procedures, and relapse policy.
- Blank copies of all forms that all residents and potential residents are required to complete.
- A detailed and labeled floor plan that clearly shows all bedrooms and areas intended for common use.
- A signed and notarized copy of the City's Resident Verification Form (page 4).
- If the operator is not the property owner, a signed and notarized copy of the City's Property Owner Consent Form (page 5) for operation of a group home at the property.

**STAFF USE ONLY:**

PROJECT CASE NO:	TRAKIT NO:	PROCESSING FEE/DEPOSIT:	APPLICATION DATE:



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## Resident Verification Form

**IMPORTANT:** This form must be notarized before submission. All signatories are required to sign this document in the presence of a notary public to ensure validity and authenticity. Please do not sign until the notary is present.

I HEREBY CERTIFY under penalty of perjury that all of the information contained in this group home permit application is to the best of my knowledge and belief and truly and correctly represented. Furthermore, I, as facility operator and I, as the house manager, hereby acknowledge that only residents (other than the house manager) who are disabled as defined by state and federal law shall reside at the group home. I have read and understand the restrictions and regulations as outlined in Laguna Niguel Municipal Code Section 9-1-38. I pledge to abide by these regulations and acknowledge that failure to comply with these terms, or any misrepresentation made herein, may result in penalties, up to and including the revocation of this permit. Furthermore, I hereby acknowledge that any violation of said restrictions and regulations shall cause this permit to become null and void.

### Facility Operator:

Print Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Driver's License No. \_\_\_\_\_

### House Manager:

Print Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Driver's License No. \_\_\_\_\_



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## **Property Owner Consent Form**

**IMPORTANT:** This form must be notarized before submission. All signatories are required to sign this document in the presence of a notary public to ensure validity and authenticity. Please do not sign until the notary is present.

I HEREBY CERTIFY under penalty of perjury that all of the information contained in this group home permit application is to the best of my knowledge and belief and truly and correctly represented. Furthermore, I hereby provide my consent to operation of the proposed group home at the subject property as described above and accept and assume responsibility for operation of the group home in accordance with all restrictions and regulations placed upon the group home in accordance with this permit and Laguna Niguel Municipal Code Section 9-1-38. Consequently, I acknowledge that there are numerous enforcement actions that the City may take against me personally as the property owner should the City become aware that the group home is operating in violation of City group home regulations including, but not limited to, revocation of this group home permit, issuance of administrative citations (\$100 fine for the first citation, \$200 for the second citation, and \$500 for the third citation and subsequent citations; these fines are cumulative and may be issued each day the violation is in existence), civil penalties, abatement, criminal prosecution, civil litigation, and recording the violation with the County Recorder.

**Property Owner:**

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Print Name

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Date

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Signature

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Address

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City

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State

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Zip Code

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Driver's License No.