



City of Laguna Niguel
Community Development Department
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
949-362-4300
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 housing 6 or fewer persons (excluding the house manager) are permitted in residential zoning districts (RS-1, RS-2, RS-3, RS-4, RP, and RA) with approval of a Group Home Permit (Laguna Niguel Zoning Code Section 9-1-32).

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 until the following information has been provided and such persons shall be responsible to for updating 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 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.



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Group Home Permit Number: ____ - ____

Group Home Name and Address

Business Name: _____
 Address: _____

Property Owner

Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Email Address: _____ Driver's License Number: _____

Facility Operator

Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Email Address: _____ Driver's License Number: _____

Live-In House Manager

Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Email Address: _____ Driver's License Number: _____

24 Hour Emergency Contact

Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Email Address: _____

APPROVAL OF THIS GROUP HOME PERMIT SHALL BE SUBJECT TO THE FOLLOWING RESTRICTIONS AND REGULATIONS PER CITY OF LAGUNA NIGUEL ORDINANCE 2018-194:

1. The group home, including any accessory dwelling units located on the property, shall have 6 or fewer occupants, not counting the house manager. At no time shall the group home have more than 7 occupants.
2. Occupant rental agreements shall be no less than 30 days.
3. The group home shall not be located in an accessory dwelling unit unless the primary dwelling unit is used for the same purpose.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. The home shall comply with all applicable codes regarding fire, building construction and safety, and all other relevant laws, regulations and ordinances.
10. The group home shall not locate within 1000 feet, as measured from the closest property lines, of any other group home or state licensed residential care facility.
11. If occupant is evicted or 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 occupant for the cost of transportation.

At least 24 hours prior to eviction or involuntary termination, notify the occupant's emergency contact or contact of record



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that the occupant is no longer a resident of the home; contact the Orange County Health Care Agency's *OC Links Referral Line* 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.

b. 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.

12. 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 2018-194.

Resident Verification

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 and I will operate the group home in accordance with all restrictions and regulations placed upon the group home in accordance with this permit and LPMC Section 9-1-38. 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 and Sign)

 Date

 House Manager (Print Name and Sign)

 Date

Property Owner Consent

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 LPMC 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 (Print Name and Sign)

 Date

Required Attachments:

1. Letter describing the business operations (including number of rooms, number of beds, and the target population).
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3. Blank copies of all forms that all residents and potential residents are required to complete.

STAFF USE ONLY

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