

# Zoning Application Form



"Planning with People for a Better Phoenix"

**City of Phoenix**  
PLANNING & DEVELOPMENT DEPARTMENT

## Disability Accommodation Request Form - Zoning Disability Accommodation Committee Review -

**DO NOT DISCLOSE WITHOUT ZONING ADMINISTRATOR APPROVAL**

A sober living home's address is not a public record and is not subject to A.R.S. Title 39, Chapter 1, Article 2 (per A.R.S. 9-500.40).

### -COMPLETE THE FOLLOWING INFORMATION-

REGISTRATION NO: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

#### 1. PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Maximum number of residents: \_\_\_\_\_ Existing Proposed

#### 2. APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### -PLEASE READ AND COMPLETE THE FOLLOWING-

#### Disability Accommodation (Reasonable Accommodation)

If the disability accommodation administrative staff review conditions are not met, the applicant may request further review by the Zoning Disability Accommodation Committee (ZDAC). Additionally, an applicant may request a disability accommodation from any zoning requirement if the requirement prohibits a community residence home, center, or any other form of housing for individuals with disabilities.

The applicant shall submit to the Planning and Development Department a written request for accommodation and the reason why the accommodation is required. The written request shall contain sufficient facts to allow the ZDAC to make an individualized determination of the proposed community residence's needs, to address the city's safety and welfare concerns, and to assure compliance with Section 701.E.3.b. of the Phoenix Zoning Ordinance. ZDAC shall administratively review disability accommodation applications pursuant to Sections 311 and 701.E.3.b. of the Phoenix Zoning Ordinance. Please provide responses to the below criteria.

*The information required on this form may be provided in an alternative format as long as all of the information below is provided.*

1. The requesting party or occupants of the housing for which the request is made are protected under the Fair Housing Act and/or the Americans with Disabilities Act. Explain if the residents of the proposed housing are individuals with disabilities, as defined by the Phoenix Zoning Ordinance.

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2. Explain how the proposed disability accommodations being sought are reasonable and necessary to afford the subject individual(s) with disabilities an equal opportunity to use and enjoy the housing that is the subject of this request.

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3. Explain how the requested number of residents in the proposed home will not interfere with the normalization and community integration of the occupants of any existing community residence home, and how the home will maintain a residential character:

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Only applies to homes proposing more than 10 residents:

4. A request for a disability accommodation to permit more than 10 unrelated individuals to occupy a community residence home must meet the standards for community residence home as defined in the Phoenix Zoning Ordinance. Explain if the primary function of the proposed community residence home is residential where any treatment is merely incidental to the residential use of the property; and if/how the proposed community residence home emulates a biological family and operates as a functional family rather than as an institution, boarding house, nursing home, short term vacation rental, continuing care facility, motel, hotel, treatment center, rehabilitation center, or a nonresidential use:

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The committee shall issue a written decision within 60 days after the application has been deemed administratively complete. An application is not considered administratively complete until the requirements have been completed pursuant to the Planning and Development Department policy and procedures established for disability accommodation requests. If the committee does not issue a decision within 60 days after the application has been deemed administratively complete, the Planning and Development Director shall issue a final decision on the accommodation request filed pursuant to section 311 and 701.E.3.b. of the City of Phoenix Zoning Ordinance. The disability accommodation shall be made only to the extent necessary to comply with the Fair Housing Act. ZDAC or the Planning and Development Department Director's determination constitutes a final administrative action.

**-PLEASE READ THE FOLLOWING CAREFULLY-**

The undersigned hereby certifies as follows:

1. The undersigned is the owner of the existing or proposed use or is authorized to file this form on behalf of the owner.
2. The proposed lot does not have any outstanding Zoning or Building Code violations, unless the violation is related to registration or requirements to establish the use.
3. The undersigned agrees to comply with the requirements established for the operation of a community residence home or center, group home, or boarding house.
4. All information provided on this form is true and correct to the best of his/her knowledge.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Angie Holdsworth at voice number 602-495-5622 or via the City TTY Relay at 7-1-1.