



GENERAL SUBMITTAL CHECKLIST

- Completed Residential Care Use Zoning Permit Application (page 3)
- Site plan and floor plans that include the minimum requirements listed on page 2
- Written permission of the property owner to allow the proposed use, if the applicant is not the owner. This can be in the form of a notarized letter, or the owner of record may fill out and sign the application for the operator of the residential care facility.
- A facility operational plan for all large residential care facilities (page 5), as required by DZC, Sec. 11.2.7.1.D.1 and FC59 Sec. 59-82(d)(3)
- Submit your complete application package by email to zoning.review@denvergov.org or in person at the commercial zoning permit counter. Visit www.denvergov.org/commercialzoning for counter hours.

Step-by-Step Instructions

Use this guide to help prepare a zoning submittal for a residential care use. This guide explains the general zoning permit review process and describes the minimum submittal items required for most residential care uses.

1 Getting Started

- Use the DevelopDENVER map at DenverGov.org/DS to find your zone district, landmark status and other site-specific information for your property. Then, use the table on page 2 to determine which reviews/permits may apply.
- Review all applicable vehicle and bicycle parking requirements, which are listed in the District Specific Standards sections at the end of articles 3-9 of the DZC or in Article IV of FC59. When you are establishing a use or changing a use, new parking requirements may apply.
- If your proposed use has an "L" marked for your zone district in the tables in the District Specific Standards sections, make sure to use Article 11 of the DZC or Article IV of FC59 to review the use limitations that might apply to your project.

2 Pre-Application Meeting, Submit Application Package and Pay Fee

- The residential care use requires a Zoning Permit with Informational Notice (ZPIN) and/or other zoning processes per DZC, Sec. 12.4.2, and is subject to the use limitations in DZC, Sec. 11.2.7 or FC59, Sec. 59-82. The first step of the ZPIN process is to submit materials for a mandatory pre-application meeting with zoning review staff.
- For the pre-application meeting, the applicant is required to submit all items listed on the general submittal checklist (above). The pre-application package should be submitted to zoning.review@denvergov.org or in person at the commercial zoning permit counter. A case manager will then contact the applicant to set a meeting date. It is highly recommended that the required site plan and floor plan(s) be prepared by a qualified professional.
- At the pre-application meeting, the case manager will review the ZPIN procedures and other zoning processes as well as review applicable use limitations and how those limitations are met with the application.
- After the pre-application meeting, submit a revised application package to zoning.review@denvergov.org or in person at the commercial zoning permit counter. Staff will review your application package for completeness. If it is incomplete, staff will notify you with a request for additional information. Invoice for payment will be sent to the customer once the application is determined to be complete.
- The review will not begin until a complete package is received (see DZC, Sec. 12.3.3.7 or FC59, Sec. 59-41.b.1), including payment of applicable fees.

3 Resubmittal, as Needed

- If a submittal does not meet the zoning requirements, staff may request resubmittal(s) to ensure the application and plans comply with the zoning code and/or other city regulations.

4 Zoning Permit Approval and Next Steps

- Zoning permits are issued when the review is complete and all plans have been approved.
- Other types of approvals, both city and state, may still be required for your project.
- Failure to obtain a zoning permit prior to establishing a zoning use can result in the owner's or operator's inability to obtain business licenses. Additionally, Community Planning and Development can pursue criminal and civil penalties against property owners for failing to comply with zoning regulations.
- The permit for an approved residential care use expires when the operator who is specified in the permit no longer operates the residential care use at that property. All residential care uses located in an FC59 zone district are renewed every two years by Community Planning and Development.

www.denvergov.org/developmentservices



Standards That May Apply	Approvals & Permits Required
Denver Zoning Code (DZC) Sec. 11.2.7 or Former Chapter 59 (FC59) Sec. 59-82 www.denvergov.org/zoning	Zoning permits
Denver Building and Fire Code www.denvergov.org/buildingcode	Proposed work that involves construction will require building permits.
Excise and Licenses www.denvergov.org/businesslicensing	Many businesses will also need to obtain a business license after receiving a zoning use permit. Visit Excise and Licenses' webpage to see guidelines.

Minimum Plan Submittal Requirements

The applicant is responsible for submitting accurate plans that document compliance with all zoning code regulations. Plans must meet the minimum requirements outlined below. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with code regulations. It is recommended that plan submittals be completed by a qualified design professional. Visit www.denvergov.org/commercialzoning to view illustrations of sample plans and to download project guides that contain more detailed, project-specific submittal requirements.

SITE PLAN

- Site plan must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Provide a fully dimensioned, black line site plan showing all existing and proposed structures. Show all required building setbacks and build-to lines/dimensions.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected.
- North arrow.
- Title block with business name, site address, applicant name and date.
- Label all zone lot lines (e.g., Primary Street, Side Street, Rear).
- Identify all site features, including vehicular ingress and egress, landscape areas, additions, sheds/exterior storage, trash enclosures, transformers, bollards, new vents/flues/rooftop mechanical equipment, canopies, patios, fences, railings, and ramps.
- Identify all vehicle parking areas and dimension all parking spaces (or note typical), drive aisles, and setbacks from zone lot lines.

FLOOR PLAN(S)

- Provide fully dimensioned floor plans for each primary structure.
- Identify all beds and separate sleeping units/bedrooms.
- Drawing must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected.
- The total gross floor area of the proposed use stated on the application must match the dimensions shown on the submitted floor plans. Any discrepancies must be corrected prior to the issuance of the requested permit.
- Dimension all floors of the proposed project, including the roof if work is being proposed on the roof (e.g., new rooftop mechanical equipment).
- Label all areas with existing and proposed use or activity and the gross floor area as defined by the DZC, Sec. 13.3.11 or FC 59, Sec. 59-2 (131).
- Identify all points of pedestrian and vehicular access to the structure.
- Provide a legend and list the zone district, primary use(s), accessory use(s) as applicable, and gross floor area by permitted zoning use and floor.
- Title block with business name, site address, applicant name and date.



Residential Care Use Zoning Permit Application

*(Fill in all blanks - please use "N/A" if an item is not applicable - incomplete applications will be returned without processing.)
Zoning approval does not necessarily mean city approval of your project. Check with all departments for other applicable permits.*

SUBJECT PROPERTY/ZONE LOT			
Complete Property Address:		Zone District:	
Legal Description (www.denvergov.org/property):			
Current Use(s) of Zone Lot:			
Description of Proposed Work or Use(s):			
Property Owner as defined by DZC 12.3.3.1 or FC 59-2 (189)	Owner Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

TYPE OF RESIDENTIAL CARE USES		
Select one: <input type="checkbox"/> Residential Care, Large <input type="checkbox"/> Residential Care, Small	Select one: <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Shelter for the Homeless <input type="checkbox"/> Community Corrections Facility <input type="checkbox"/> Special Care Home <input type="checkbox"/> Assisted Living Facility (8 or fewer residents)	Type and status of city or state licenses for the subject facility already granted, in progress, or required:
Number of employees on staff per shift:		Maximum number of residents:
Number of shifts per day:		Maximum number of beds:

BUILDING			
Year Constructed:	Number of bedrooms by floor:	Number of residents by floor:	Number of exits by floor:
Number of floors:			
Fire protection (e.g., smoke detectors, sprinklers, fire alarms):			
Present building code occupancy classification:			

DESIGNATED CONTACT PERSON FOR RESIDENTIAL CARE FACILITY			
Business Name:			
Name (Last, First):		Phone:	
Address:		Email:	
City:	State:	Zip:	

SIGNATURES REQUIRED	
The permittee accepts full responsibility for compliance with all Denver zoning codes and all other city regulations as applicable. A zoning permit for use or construction will automatically expire 180 days from issue date unless a building permit is issued or the permitted use is legally established. Zoning inspections may be required before occupancy is permitted.	
By my signature, I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and consistent with the standards and limitations of the City and County of Denver.	
Signature (Owner or Authorized Agent): _____	Date: _____
Full Name (Print): _____	



Use Classifications

Residential care is categorized by size (large and small, see below), which will determine the review requirements and applicable use limitations. Once the size has been determined, the use must fall into one of five specific types for permitting purposes.

RESIDENTIAL CARE USES BY SIZE

Residential Care Use, Large: A Residential Care use that is the primary residence of 9 or more persons. “Large Residential Care use” shall include a shelter for the homeless of any size or, a community corrections facility of any size.

Residential Care Use, Small: A residential structure that is the primary residence of 8 or fewer persons, but housing a number of unrelated persons in excess of the number of unrelated persons permitted per dwelling unit in the zone district or transitional housing of any size. This use shall not include a community corrections facility, shelter for the homeless, rooming and/or boarding house, nursing home, safe house, or large special care home.

SPECIFIC RESIDENTIAL CARE USES

Residential care is a specific type of group living use where the residents are provided with supervised medical, psychological, or developmental care or treatment on a daily, regular basis. It is limited to the five classifications listed below.

- **Transitional housing:** A residential structure housing a number of unrelated persons, where such persons are provided with individual bedrooms, where the primary service offered at the facility is related to transitioning into permanent housing, and all services provided are not sufficient to constitute a “special care home,” and where occupancy of such housing is primarily made available for more than 30 days and less than 2 years.
- **Shelter for the homeless:** A facility that has as its primary function the provision for overnight sleeping accommodations for homeless people. Tenancy may be shorter than a monthly basis in a shelter for the homeless. A shelter for the homeless of any size shall be considered a Large Residential Care use.
- **Community corrections facility:** A residence for three or more persons who have been placed in a community corrections program of correctional supervision, including a program to facilitate transition to a less-structured or independent residential arrangement; and residents of such facilities shall be those persons placed in the community corrections program by the judicial or correctional departments of the city, the state or the federal government. A community corrections facility of any size shall be considered a Large Residential Care use.
- **Special care home:** A special care home is a residential structure housing a number of unrelated persons, where such persons are living as a single housekeeping unit and are receiving more than 12 hours per day of on-premises treatment, supervision, custodial care or special care due to physical condition or illness, mental condition or illness, or behavioral or disciplinary problems.
- **Assisted living facility:** A residential structure or structures licensed by the state as an assisted living residence and housing 8 or fewer adults.

Exclusions: Residential care uses do NOT include any of the following: assisted living facility housing more than 8 adults; foster family care; nursing home or hospice; residence for older adults; rooming and/or boarding house; residential structure containing residents whose only support is financial assistance; or residential structure that provides a place of refuge from abusive or dangerous situations, commonly called a safe house.

STAFF ONLY:	
Accela Number:	Applicable Limitations:
Current Use of Zone Lot:	Approved Use:
Previous Permit Number: _____ Business Name: _____	
<input type="checkbox"/> ZPIN Required <input type="checkbox"/> ZPSE Required <input type="checkbox"/> Multiple Primary Buildings on Zone Lot <input type="checkbox"/> Pre-application Complete	
<input type="checkbox"/> Other Comments: _____	
Full Name (Print): _____ Date: _____	

www.denvergov.org/developmentservices



Facility Operational Plan for Large Residential Care Uses

Please provide the following facility operational plan information as required by DZC, Sec. 11.2.7.1.D.1, and FC59, Sec. 59-82(d)(3). If more room is needed for a complete response, please use page 6 of this guide or attach additional pages.

Operator name:	State of incorporation, if applicable:
Email:	Phone:
Address:	
City, State, Zip:	

1. Description of population to be served in the subject facility:

2. Age range of residents:

3. Residents' type/degree of physical or mental impairment, or disability (i.e., the need for care, services, or treatment):

4. General description of the operator's qualifications for operating the subject residential care use:

5. Does the operator of this facility have other licensed residential care facilities in Denver or Colorado?

6. Description of facility staffing plan, including the minimum qualifications and training required for all facility staff:

7. Total number of staff:	8. Number of shifts per day:	9. Number of hours per shift:	10. Number of staff per shift:
11. Description and frequency of services and care provided at facility, both by internal staff and by outside providers traveling to the facility:			
12. How will residents travel from the facility to outside services or activities, including travel to training/school or jobs?			

Please provide an attachment describing how the proposal meets the following limitations as required by DZC, Sec. 11.2.7.1.D.1, and FC59, Sec. 59-82(d)(3).

Limitations for large residential care uses. The proposal must comply with all limitations as required by DZC or FC59.	<input type="checkbox"/> Type and status of city or state licenses for the subject facility already granted, in progress, or required.
	<input type="checkbox"/> Description of all measures for safeguarding the public and facility residents, which may include but are not limited to intake screening, supervision, and security.
	<input type="checkbox"/> Address how the operator will ensure that the proposed residential care use will not substantially or permanently injure the appropriate use of nearby conforming properties.
	<input type="checkbox"/> Address whether the approval of the subject residential care use will cause or add to the institutionalization of any surrounding residential neighborhood(s).



Facility Operational Plan for Large Residential Care Uses

Operator name:
Email:
Address:
City, State, Zip: