



GROUP HOME SPECIAL USE PERMIT APPLICATION CHECKLIST

All Applicants Must Provide the Following Documents and Information:

- 1. Completed Group Home Special Use Permit Application Form
- 2. A copy of the Group Home's House Rules
- 3. A copy of the Written Intake Procedures
- 4. A copy of the Sober Living Home Relapse Policy
- 5. Blank copies of all forms that all residents and potential residents are required to complete
- 6. Mailing Labels: Submit two sets of typewritten mailing labels & one photocopy. A mailing label is required for every property that is within 500 feet of the subject property (either wholly or partially). The mailing label must contain the assessor's parcel number above the name of the owner and applicable address. Property owner names and addresses shall be obtained from the latest available County of Orange assessment rolls. A label is also required for all occupants of properties or units that are not occupied by the property owner.
- 7. Certification Letter: The person who prepared the radius map and mailing labels shall write and sign a letter certifying that the information is true and accurate.

In Addition to the Above Requirements, Applicants for a Group Home Located in a Multifamily Residential Zone Must Also Provide:

- 8. Acceptable Live Scan Report for all owners/operators who have contact with residents, corporate officers with operational responsibilities, house managers and counselors (each Live Scan screening must be performed using an application provided by City of Costa Mesa staff with an assigned tracking code that is unique to each applicant)



Materials Included in Application Packet

Additional material included in this packet:

- Group Home Special Use Application Form
- Live Scan Instructions
- Application Preparation Guide

Submittal Instructions

Applications are to be taken by appointment only by contacting staff at the number below. All items on the checklist must be included in order for staff to accept the application.

Contact Us

City of Costa Mesa
Development Services Department
Community Improvement Division
Phone: (714) 754-5618
Hours: Monday through Friday, between 8 a.m. and 5 p.m.
Email: katie.angel@costamesaca.gov
Website: www.costamesaca.gov