

# Common Group Home Questions

**Q:** How do I find out if an address qualifies to operate as a group home?

**A:** Group homes may not be located within a quarter mile radius of one another. To verify addresses, you may utilize the following state resource, <https://azcarecheck.azdhs.gov/s>, or use the map at the Development Counter at Goodyear City Hall (1900 North Civic Square, Goodyear, AZ 85340). City staff cannot check multiple addresses, but if you have one address, you may email [planning@goodyearaz.gov](mailto:planning@goodyearaz.gov).



**Q:** If my address is denied since it's in a ¼ mile radius of another group home, can I get an exception?

**A:** You may request a Use Permit, which could grant you an exception to the separation requirements. The approximately 4-to-6-month process does go through public review and requires recommendation from Planning and Zoning Commission and approval by City Council. There is no guarantee of approval when requesting a Use Permit. If you are interested in this process, please email [planning@goodyearaz.gov](mailto:planning@goodyearaz.gov) for more information.



**Q:** Where can I submit applications? What do I submit with my applications?

**A:** Applications must be submitted online through Accela, the Development Portal, which you can access by using the following link: <https://aca-prod.accela.com/GOODYEAR/customization/common/home.aspx>.

You may use the following submittals guides for the Zoning Clearance Letter

(<https://www.goodyearaz.gov/home/showpublisheddocument/30791/638458585070870000>) and Certificate of Occupancy

(<https://www.goodyearaz.gov/home/showpublisheddocument/30831/638459397547330000>) to learn more about how and what to submit.



**Q:** What should I do if I do not own the property?

**A:** If the home is being leased or in the process of being built, you can still submit for Zoning Clearance. When submitting, you must upload a letter from the property owner authorizing your efforts in pursuing operation as a group home.



**Q:** Can I get an extension on my Zoning Clearance Letter? If yes, how can I get the extension?

**A:** Yes, you may request a 180-day extension for your Zoning Clearance Letter. To request, please email [planning@goodyearaz.gov](mailto:planning@goodyearaz.gov) with your name, name of your group home, group home address, project number for the existing Zoning Clearance Letter, and a narrative explaining why you need the extension.



**Q:** When can I begin operating my group home?

**A:** Operation of your group home may begin once you have acquired all of the following documents from the city of Goodyear and Arizona Department of Health Services: Zoning Clearance Letter, Business License, Fire Permit, Building Permit(s), and State License. After receiving the documents, you will be in full compliance, and you may begin operation.

**Q:** Once I get all my required documents to operate, do I need to do anything else?

**A:** After obtaining all your required documents, there are three licenses/permits you will need to renew annually. For the city of Goodyear, you must renew your Business License and Fire Permit every year, and for the state, you must renew your State License every year. The responsibility of the required annual renewal for all three of these is solely on the group home manager or owner. The city of Goodyear does not provide reminders for renewal.



**Q:** Does a full-time/live-in staff member count as a resident of the home?

**A:** No, staff members do not count as residents for group homes that are licensed by the state.



**Q:** Is an adult daycare or childcare considered a group home?

**A:** No, only homes where residents live full-time are considered group homes. If you are providing daycare services and the home does not serve as the customer's primary residence, then you would need to follow the city's daycare regulations (<https://goodyear.municipal.codes/ZoningOrds/3-2-2>). For further information on daycares, contact planning by emailing [planning@goodyearaz.gov](mailto:planning@goodyearaz.gov) or calling 623-932-3004.



**Q:** Can I add an additional room or rooms to my group home?

**A:** Yes, you can add additional rooms to your group home.

- Converting garages to living space is not permitted. All single-family residences are required to have two enclosed parking spaces. If your home has more than two enclosed parking spaces, please reach out to planning by emailing [planning@goodyearaz.gov](mailto:planning@goodyearaz.gov) for further information.
- Home additions and accessory buildings require a building permit and must adhere to the regulations outlined in Article 8 of the Zoning Ordinance: <https://goodyear.municipal.codes/ZoningOrds/8-2>.

If the room is for adding counseling services to a non-medical Behavioral Health Facility, please contact the Arizona Department of Health Services regarding requirements. If this addition is not provided, you may have to reduce the number of residents.



### General Regulations

- Employee and resident vehicles are required to be parked onsite, in the garage or on an approved driveway.
- Deliveries or routine stops (excluding visitors) at the group home must take place during daylight hours only.
- Signage must comply with Article 7 of the Goodyear Zoning Ordinance, and the use is considered a single residence use in a residential district (<https://goodyear.municipal.codes/ZoningOrds/7>).
- Group Homes must adhere to all applicable city, state, and federal codes and ordinances and ensure that all licenses and permits are valid.

