

LAND USE AND DEVELOPMENT

18 Attachment 1

Appendix A

Congregate living facility checklist.

Before an applicant may be placed on the agenda for a planning commission meeting, the city recorder must verify that all of the following documentation has been received by the city:

- A. Written verification of department of criminal investigations clearance for the facility's operator and any other persons who are to have direct contact with minors or vulnerable adults in a congregate living facility.
- B. Concept plan for facility.
- C. Documented proof of ownership of the land, or a valid lease where the facility is to be located.
- D. If the facility provides schooling for minor consumers, written verification of curriculum approval from the Utah State Office of Education.
- E. Copies from the appropriate licensing department of the state of any written complaints, including employee grievances, against the applicant or facility applying for a business license.
- F. If incorporated, applicant must provide proof of active corporation status, in good standing, including corporation existence, from the Utah Department of Commerce.
- G. Letter of intent from the state department who will license the facility.
- H. Where appropriate, supply documents which comply with Human Services Core Standards R501-2-6 and R501-2-7 (what must be available for public inspection).
- I. Eligibility and/or intake policy outlining the reasons a facility would consider accepting new consumers.
- J. A written statement from State Board of Education or the National School Accreditation Board verifying accreditation shall be provided, if applicable.
- K. Verification of licensure (Utah Department of Professional Licensing number) for medical personnel, therapists and/or social workers, and teachers.
- L. Organizational chart including the names of the applying facility's board of directors. [Ord. 2010-5. Code 1988 § 11-9 Appendix A].