

ZONING AND SUBDIVISION REGULATIONS

9 Attachment 1

APPENDIX

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:

1. 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.
2. Concept plan for facility.
3. Documented proof of ownership of the land, or a valid lease where the facility is to be located.
4. If the facility provides schooling for minor consumers, written verification of curriculum approval from the state office of education.
5. 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.
6. If incorporated, applicant must provide proof of active corporation status, in good standing, including corporation existence, from the Utah department of commerce.
7. Letter of intent from the state department who will license the facility.
8. 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).
9. Eligibility and/or intake policy outlining the reasons a facility would consider accepting new consumers.
10. A written statement from the state board of education or the national school accreditation board verifying accreditation shall be provided, if applicable.
11. Verification of licensure (Utah department of professional licensing number) for medical personnel, therapists and/or social workers, and teachers.
12. Organizational chart including the names of the applying facility's board of directors. (Ord. 7-2008, 5-21-2008)