

GROUP HOME PROCEDURE

- Property Zoned?
- Use permitted?
- Is this a change of use?
- Ensure the permit application is complete with accurate information where appropriate
 - Business Registration Form
 - Application for Certificate of Use and Occupancy
 - **Must provide:**
 - Provide most up to date Department of Public Welfare (Department of Human Services) regulations?**
 - The age range of the occupants?**
 - The sex of the occupants?**
 - Maximum people living in the building at one time?**
 - Letter from owner if different.**
 - 3 sets of plans of every level of the house, labeling rooms, giving dimensions as well as a bird's eye view plot plan.**
 - Parking Detail – On street parking restricted. Must provide off street parking spaces for occupants and workers. There shall be a minimum of one parking space for each employee of the two largest shifts plus one space per 2 beds per our parking ordinances.**
- If interior is being re-modeled or altered:**
 - Residential New Construction Application:
 - (2) copies of detailed construction drawings or manufacturer's installation instructions
 - Certificate of Liability for Contractor – must name East Manchester Twp as a certificate holder
 - Timeline to act on permit is (15) business days – outlined in ZO and UCC
- Once all zoning and building code information has been verified then permit can be issued
- See Fee schedule for required fees
- All state, local or federal permits if applicable (may be given before CO issued as a condition with a deadline of submission)**
- Will need Occupant Registration Forms for all occupants and as new occupants move in (this is for the per capita tax for the Tax Collector)

§ 255-56 Group homes.

A. Any newly constructed or dimensionally expanded building designed, constructed, or expanded to be used as a group home must have the external appearance of the least restrictive residential dwelling permitted in that district, excluding condominiums.

B. To ensure compliance with this section, any application for a building permit for a group home shall be accompanied by blueprints or a drawing showing the external appearance of the proposed structure.

C. Any newly constructed group home in the R-3 or A-0 Districts which is designed or intended to house more than 10 people not related by blood shall have the same requirements as a multiple dwelling unit in § 255-34, excluding § 255-34A, B(2) and C(6).

D. Before any certificate of occupancy or use is issued as required by § 255-77, the Township shall be provided with all required local, state or federal permits, licenses and approvals for operation of the group home.