



Village of Arlington Heights  
 Department of Planning and Community Development  
 Application for Community Residence



SPONSOR INFORMATION

Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Sponsor Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

State License #: \_\_\_\_\_

APPLICATION SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

HOUSE INFORMATION

Location of Community Residence: \_\_\_\_\_

Property Index Number (PIN) of Community Residence: \_\_\_\_\_

Category of Community Residence:  SMALL (*UNDER 5 PERSONS*)  
 LARGE (*5 TO 8 PERSONS*)  
 SPECIAL USE (*OVER 8 PERSONS*)

Number of Residents: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Size of Bedrooms (in Square Feet): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

Number of Full-Time Staff (*staff which occupy the residence overnight*) Personnel: \_\_\_\_\_

Length of Driveway (to property line): \_\_\_\_\_ Width of Driveway: \_\_\_\_\_

Number of Parking Spaces Provided: \_\_\_\_\_ Number of Residents who own/operate a vehicle: \_\_\_\_\_

APPROVAL

\_\_\_\_\_  
 PLANNING & COMMUNITY DEVELOPMENT

\_\_\_\_\_  
 BUILDING DEPARTMENT

ADMINISTRATIVE OCCUPANCY #: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ BY: \_\_\_\_\_

## GENERAL INFORMATION REGARDING COMMUNITY RESIDENCES

- A Community Residence, Large is a permitted use in all Residentially zoned or Institutionally zoned districts.
- Pursuant to the Arlington Heights Zoning Ordinance, a **Community Residence, Large**, is, by definition: A group home or specialized residential care home serving persons with disabilities which is licensed, certified or accredited by appropriate local, state or national bodies. A community residence is deemed large when the number of unrelated disabled persons living in the residence exceeds the permitted number of unrelated non- disabled persons allowed to live in a residence as determined by the Village' s definition of "family." For the purposes of this section, the phrase "owned by one or more of the occupants" shall include ownership or other contractual obligation by an organization or entity sponsoring or responsible for the community residence, regardless of whether there is a full-time staff person residing in the home. (Example: If Group Home, Inc. owns a single family residence in the Village, they can house up to four persons with disabilities in that single family house.)

Full-time staff, meaning staff which occupy the residence overnight, shall not be included when calculating the number of unrelated persons living in a residence, but shall be included when determining the number of persons that can live in a structure spatially as per the Building Code.

Community residence does not include a residence, which serves persons as an alternative to incarceration for a criminal offense, or persons whose primary reason is substance abuse, or persons whose primary reason for placement is treatment of a communicable disease.

- Pursuant to the Arlington Heights Zoning Ordinance, "DISABILITY" means any person whose disability:
  1. Is attributed to mental, intellectual or physical impairments or a combination of mental, intellectual or physical impairments; and
  2. Is likely to continue for a significant amount of time or indefinitely; and
  3. Results in functional limitations in three or more of the following areas of major life activities:
    - Self-care;
    - Receptive or expressive language;
    - Learning;
    - Mobility;
    - Self-direction;
    - Capacity for self-living;
    - Economic self-sufficiency; and,
  4. Reflects the person's need for a combination and sequence of special interdisciplinary or generic care, treatment or other services, which are of a life-long or extended duration.
- Pursuant to the Arlington Heights Zoning Ordinance, a Community Residence, Large, is required to meet the following conditions in order to receive an Administrative Occupancy Permit issued by the Building Department:
  1. The residence shall be licensed by the State; and
  2. The residence shall NOT be located within 1,200 lineal feet from an existing or approved community residence, large; and
  3. All codes, regulations and policies of the Village of Arlington Heights shall be complied with; and
  4. Each residence shall provide one parking space per employee present, plus one space for each resident who owns and/or operates a motor vehicle. All required parking shall be accommodated in the residence's garage and driveway; and
  5. **All community residences requiring an Administrative Occupancy Permit shall renew their permit annually and provide a copy of their current State license; and**
  6. Any increase in the number of residents living in the facility beyond what the Administrative Occupancy Permit allows will require reapplication by the community residence operator; or
  7. If any of the above requirements cannot be met, then the community residence shall be required to obtain a Special Use permit.