



Group Home Permitting Procedures

1. Obtaining the Application Forms
 - a. Permit applications can be picked up at the Planning Counter on the second floor, for direction or further information call (714) 754-5618
2. Fees
 - a. Special Use Permit - \$ 0.00 (or as adopted by City Council in the future)
 - b. Live Scan Fee (if applicable) - varies by intake center.
3. Application Intake/Review Process
 - a. Submit application and required attachments at the Planning Counter on the 2nd Floor.
 - b. Application and/or re-submitted applications will be time stamped and the Group Home Application. Only complete applications will be logged into Permits Plus, which establishes a Case Number for each Group Home Application. Incomplete applications will be returned to the applicant.
 - c. Applications will be reviewed in the order received.
 - d. A letter will be sent to the applicant providing notification of the application status.
 - e. Complete applications will be “approved subject to” verification of acceptable Live Scan screening if applicable;
4. Live Scan Process (Applicable to Group Homes with six (6) or fewer tenants located in multifamily residential zones)
 - a. Applicant will need to obtain, from the City, a Live Scan intake-form, with case numbers, for each person being screened. The following individuals who have direct and regular contact with residents, including but not limited to the owner/operator, house manager(s), counselors and/or corporate officers.
 - b. Applicant can complete finger printing intake at any Live Scan provider on the approved list.
 - c. Applicant wishing to go to Costa Mesa Police Department (CMPD) for screening will require an appointment. This appointment time will be issued by the Project Planner. **NOTE: Appointments are required for CMPD Screening because of limited volunteer staff and to avoid excessive wait times.**

- d. Costa Mesa Police Department will notify the Project Planner when the Live Scan Reports are received and will indicate if the individual's report is clear or not of the specific offences identified in the ordinance.
5. Issuance/Denial of Permit
- a. If it becomes necessary to deny the permit, a denial letter will be prepared, outlining the reasons for the denial. The date of the hearing by the Director of Development Services ("Director") will be provided if applicable.
 - b. Complete Applications that are in compliance with the requirements of Costa Mesa Municipal Code pertaining to Group Homes will be issued a permit by the Director.
 - c. Reasonable Accommodation Requests will be reviewed on an individual basis per Costa Mesa Zoning Code, Article 15 (Reasonable Accommodations) of Chapter IX (Special Land Use Regulations) of Title 13 (Planning, Zoning and Development).