

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer
Lorraine Cochran-Johnson

Planning & Sustainability Director
Juliana A. Njoku

Personal care Home (PCH)/Community Living Arrangement (CLA) In Single-Family Residential Zoning Districts

Please provide the following:

PCH/CLA/CCI (3 or Less)

Contact: Shanikia Colbert sscolbert@dekalbcountyga.gov

1. Personal Care Home/Child Caring Institution application.
2. Notarized documentation from owner of the property giving you permission to have a Personal Care Home (unless you are the property owner).
3. Independent fire and electrical inspection certifications (copy must be given to the Planning Department at the time of application).
4. Septic inspection by the Environmental Health Department (contact 404 508-7900).
5. Floor Area: 1,499 SF or less - \$250 application fee. Floor Area: 1,500 SF or more - \$350 application fee.
6. Permit may be picked up or mailed upon request. **(Approximately 3-day processing)**

To apply for the State Certification permit, contact the Georgia Department of Community Health; Office of Regulatory Services; Personal Care Home Program at (404) 657-5850. Once you have received the State Certification Permit, a DeKalb County Business license is required as follows:

7. Present a copy of the State Certification Permit to the DeKalb County Business License Department (pay fees).
8. Present a copy of the Business License Application and State Certification to the Planning Office for sign off.

See definitions of Personal Care Home/Community Living Arrangement and Child Caring Institution as defined in DeKalb Zoning Code (see page 3 of this handout). Should you have any questions, please contact the Department of Planning & Sustainability at plansustain@dekalbcountyga.gov

CCI & PCH, Group/CLA (4 or More)

1. Schedule a pre-application meeting for a Special Land Use Permit (SLUP) with the Department of Planning and Sustainability (email Mrs. Hill lahill@dekalbcountyga.gov for appointment). SLUP application fee is \$400, see SLUP standards attached.
2. Following SLUP application approval by the Board of Commissioners, the following is required:
 - a. All homes are required to be fully sprinkled
 - b. Building Permit application
 - c. Two (2) copies of scaled architectural floor plans of the home for review
 - d. Fire Inspection: once you receive your permit, call 404-371-3010 to schedule an inspection
 - e. Certificate of Occupancy (CO): fire inspection approval required
 - f. Business License Application: State Certification Permit and Certificate of Occupancy are needed when applying for a Business License

No business shall operate before or during the process of this application. Business is allowed to operate only upon issuance of a Business License. To apply for the State Certification permit, contact the Georgia Department of Community Health; Office of Regulatory Services; Personal Care Home Program at (404) 657-5850.

Email: www.dch.ga.gov.

Personal Care Home/Community Living Arrangement 3 or less.

Please check one: Personal Care Home: _____ Community Home: _____

Floor Area: 1,499 SF or less - \$250 Fee; 1,500 SF or more - \$350 Fee

Application (To be completed by office personnel):

(AT) PC/CLA Permit AP # _____	Date application Processed _____
Date PC/CLA Permit Issued: _____	

Site Property Location/Address: _____

City: _____ State: _____ Zip: _____

Building No: _____ Floor No: _____ Apt/Suite No: _____

APPLICANTS:

Owner: _____ Contractor: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Phone: _____ Email: _____

Name of Home/Business: _____

Business License No: _____ Date Issued: _____

Maximum Number of Live- in Residents Including Caregiver: _____	Type of Care <input type="checkbox"/> Adult PCH <input type="checkbox"/> CLA	Type of Sanitary Facilities <input type="checkbox"/> Sewer <input type="checkbox"/> Septic Tank
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This application is filed requesting approval for: _____ Personal Care/CLA residents in proposed Personal Care/CLA home.
(Number)

1. Applicant has applied for, or will immediately apply for, a permit for the operation of a Personal Care/Community Living Arrangement Home from the State of Georgia, Department of Human Resources, in accordance with its rules and regulations;
2. Personal Care/Community Living Arrangement home will meet and be operated in accordance with all applicable State and Federal laws and regulations and with all DeKalb County codes and regulations;
3. Additional information as deemed necessary by DeKalb County shall be submitted upon request;
4. This application is for a Personal Care/Community Living Arrangement home as defined in DeKalb Code 27-31.

No construction work shall commence until after application has been approved.

The undersigned hereby files this application for approval for a Personal Care/Community Living Arrangement home and certifies that the above information provided is correct and instructions will be complied with.

Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____

Text Amendment Summary

Family, Personal Care Home, Child Caring Institutions and Other Terms

*The following is a summary of the approved text amendment establishing definitions; principal permitted uses, SLUP uses related to family, personal care homes, and child caring institutions and the related parking standards in each district. Please note the revisions on page 7 denoted with an *. Adopted by BOC on Aug 09, 2011*

Family means one or more individuals related by blood, marriage, adoption, guardianship or other custodial relationship, or not more than three (3) unrelated individuals, who live together in a single dwelling unit and who function as a single housekeeping unit, have established ties and familiarity with each other, jointly use common areas, interact with each other, and share meals, household activities, expenses, and responsibilities. This definition shall include three (3) or fewer mentally handicapped, developmentally disabled persons, and other handicapped persons, as defined in the Fair Housing Act, 42 U.S.C. Sec. 3601 et seq., living as a housekeeping unit and otherwise meeting the definition of “family” herein. For the purposes of calculating the number of persons who live in a dwelling, family members who are related by blood or legal status shall count as one person.

Personal care home means a building(s) in which housing, meals, and twenty-four-hour continuous watchful oversight for one (1) or more adults are provided and which facility is licensed or permitted as a personal care home by the State of Georgia. The term “personal care home” shall not include a “child caring institution,” “transitional housing,” a “rehabilitation housing facility,” or a “rooming house” or “boardinghouse.” “Personal care home” includes a “community living arrangement.”

Personal care home, group means a personal care home that offers care to four (4) to six (6) persons. **Personal assistance services** mean a service to an individual or supervision of self-administration of medication, ambulation and transfer from location to location, and/or essential activities of daily living such as eating, bathing, grooming, dressing, and toileting.

Child caring institution means a building(s) in which housing, meals, and twenty-four-hour continuous watchful oversight for one (1) or more children under the age of eighteen (18) are provided and which facility is licensed or permitted as a child caring institution by the State of Georgia. The term “child caring institution” shall not include a “child day care center or facility.”

Child caring institution, community means a child caring institution that offers care to seven (7) or more children.

Child caring institution, group means a child caring institution that offers care to between four (4) and six (6) children.

Community living arrangement means an establishment licensed by the State of Georgia that provides residency for two or more adult persons receiving care for mental health, development disabilities and/or addictive diseases.

Personal care home, community means a personal care home that offers care to seven (7) or more persons.

REVISIONS TO DISTRICTS

- **Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in single-family districts with SLUP: (See page 5).**

RE: (Residential Estate District)

RE: (Residential Estate District)

RLG: (Residential Large Lot District)

RLG: (Residential Large Lot District)

R-100: (Residential Medium Lot District)

R-85: (Residential Medium Lot District)

R-75: (Residential Medium Lot District)

R-60: (Residential Small Lot District)

R-50: (Residential Small Lot District)

RSM: (Small Lot Residential Mix District)

RSM: (Small Lot Residential Mix District)

RSM: (Small Lot Residential Mix District)

RSM: (Small Lot Residential Mix District)

RNC: (Neighborhood Conservation District)

- **Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in all multi-family zoning districts as a permitted use:**

RSM: (Traditional Neighborhood Development)

MHP: (Mobile Home Park)

RSM: (Small Lot Residential Mix District)

MR-1: (Medium Density Residential-1 District)

MR-2: (Medium Density Residential-2 District)

MR-2: (Medium Density Residential-2 District)

HR-2: (High Density Residential-2 District)

- **Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in the following non-residential and mixed-use zoning districts as a permitted use:**

O-I: (Office – Institutional District)

OIT: (Office – Institutional - Transitional District)

O-D: (Office – Distribution District)

NS: (Neighborhood Shopping District)

C-1: (Local Commercial District)

C-2: (General Commercial District)

MU-1: (Mixed-Use Low-Density District)

MU-5: (Mixed Use Very High-Density District)

MU-5: (Mixed Use Very High-Density District)

- **Allow “personal care home, community” and “child caring institutions, community” (7 or more persons) as a permitted use in the following multi-family districts:**

RSM: (Small Lot Residential Mix District)

MR-1: (Medium Density Residential-1 District)

MR-2: (Medium Density Residential-2 District)

MR-2: (Medium Density Residential-2 District)

HR-2: (High Density Residential-2 District)

RSM: (Small Lot Residential Mix District)

- **Allow “personal care home, community” and “child caring institutions, community” (7 or more persons) as a permitted use in the following non-residential and mixed-use zoning districts :**

O-I: (Office – Institutional District)

O-D: (Office – Distribution District)

NS: (Neighborhood Shopping District)

C-1: (Local Commercial District)

C-2: (General Commercial District)

MU-5: (Mixed use Very High-Density District)

- **Provided parking standards in all related districts for “personal care home, group”, “personal care home, community”, “child caring institutions, group” and “child caring institutions, community” .**

Personal care home, group - Minimum Four (4) spaces

Personal care home, community - Minimum 0.50 per number of beds

Child caring institutions or group - Minimum Four (4) spaces

Child caring institutions, community - Minimum 0.50 per number of beds

DEKALB COUNTY CODE- CHAPTER 27 SUPPLEMENTAL REGULATIONS

Sec. 27-792. Personal care homes and child caring institutions.

(a) Personal care homes, general requirements.

1. Each personal care home must obtain all license(s) and/or permit(s) required by the State of Georgia in order to operate. Each personal care home licensed and/or permitted by the State of Georgia must display its State-issued license(s) and/or permit(s) in a common area of the facility.
2. Each personal care home licensed and/or permitted by the State of Georgia must obtain a business occupation tax certificate as required by section 15-26 et seq. (hereinafter referred to as a business license”) from DeKalb County before operating. The business license shall indicate (1) the address where the personal care home is to be operated, and (2) the name of the licensed/permitted operator. Each personal care home must display its County-issued business license in plain view visible from the front doorway of the facility.
3. Each personal care home must obtain all necessary fire and electrical inspections before either a certificate of occupancy or business license may be issued by the County. Certification evidencing satisfactory inspections must be displayed in plain view visible from the front doorway of the facility.
4. No personal care home may display any exterior signage that violates the zoning regulations in Chapter 21 of the Code or the sign provisions in the zoning regulations for the underlying zoning district within which the personal care home is located.

(b) *Personal care home, group. Special land Use Permit (SLUP) REQUIRED*

1. Two (2) copies of complete architectural plans for the subject group personal care home, signed or sealed by a registered architect, shall be submitted to the Planning Director prior to issuance of a building permit or business license.
2. Each group personal care home must provide at least four (4) parking spaces within a driveway, garage or carport, , and must comply with any applicable requirements in Article 6-Parking, table 6.1.
3. No group personal care home may obtain a building permit or business license to operate in any residential "R" zoning district unless a special land use permit for such has been approved by the Board of Commissioners.
4. *No group personal care home located within a "R" zoning district may be operated within one thousand (1,000) feet of any other group personal care home. The one thousand (1,000) foot distance is measured by a straight line which is the shortest distance between the property lines of the two (2) tracts of land on which is each
5. personal care home is located.
6. *If owned by a corporation, partnership limited liability company or any entity other than a natural person, the administrator identified in the state license application must reside in the group personal care home. If owned by an individual, the individual owner must reside in the group personal care home.

(c) *Personal care home, community*

1. Community personal care homes are limited to operation in Medium Density Residential-1 & 2 (MR-1 & 2) and non-residential zoning districts that allow it as a principal use.
2. (2) Two (2) copies of complete architectural plans for the subject community personal care home, signed or sealed by a registered architect, shall be submitted to the planning director prior to issuance of a building permit or business license.
3. (3) Each community personal care home must provide at least 0.50 parking spaces for each employee and resident, and must comply with any applicable requirements in Article 6-Parking, table 6.1

The Zoning Code amendments per this document were adopted on August 9, 2011 by the DeKalb County Board of Commissioners.