



CHARLOTTE PLANNING, DESIGN & DEVELOPMENT DEPARTMENT  
ZONING ADMINISTRATION- PERMITTING

**ZONING COMPLIANCE LETTER FOR GROUP HOMES & ADULT CARE HOME/CENTER**

(Customer to complete all areas in yellow. Zoning Staff to complete all areas in gray)

ADULT CARE CENTER/HOME     GROUP HOME (includes all locations where clients reside in the home)

Location:  Parcel ID#  Zoning District:

Operator of the Adult Care Center/Home or Group Home:

Property Owner (if different from Operator):

Name of Adult Care Center/Home or Group Home:

Will Clients or Individuals Live, Sleep, or Dwell at this location?  YES  NO. (If yes, permit as a Group Home)

Group Home meets 800 foot separation requirements as prescribed in Section 12.517?  YES  NO

Number of shifts and hours of operation:  Will clients/residents receive medical services requiring or comparable to on-site, nursing, physician, or medical care?  YES  NO

Number of clients/residents?  Number of bedrooms for client/resident use?

Is this location receiving a License from the State of North Carolina?  YES  NO License#

State Agency regulating this location?

State Agency Contact Person:  Phone #

**City of Charlotte Zoning Ordinance requirements for Adult Care Home/Center and Group Homes:**

**Adult care center:** A facility where an individual, agency or organization provides supervision or care for more than 6 adults in a place other than their usual place of abode.

**Adult care home:** A home where an individual provides supervision or care for no more than 6 adults in their home.

**Group home:** A group home as used throughout this ordinance, means a "family care home" as defined in Chapter 168, Article 3, of the General Statutes. A group home means a home with support and supervisory personnel that provides room and board, personal care and habilitation service in a family environment for not more than six resident handicapped persons. A handicapped person means a person with a temporary or permanent physical, emotional, or mental disability, including, but not limited to mental retardation, cerebral palsy, epilepsy, autism, hearing and sight impairments, emotional disturbances and orthopedic impairments but not including mentally ill persons who are dangerous to others as defined in G.S. § 122C-3(11)b. In addition, a group home shall also mean a residential use, even if it does not conform to the language above, that provides a residential environment for no more than six residents which may require various services, living assistance, or supervision but does not include any facility that provides medical services requiring or comparable to on-site, nursing, physician, or medical care for the occupants which is only permitted in a dependent living facility or health. All group homes must comply with all applicable Federal, State, local licensing requirements and health regulations. **The limit of 6 residents applies to group homes located in single family districts. Group homes located in any other district may house up to 10 residents.**

**Section 12.502 Adult care homes, adult care centers, childcare centers, childcare centers in a residence, family childcare homes, and large childcare centers.**

(5) Adult care centers and homes, registered with the North Carolina Department of Human Resources, may be established as a principal use or as an accessory use in the multi-family, institutional, office, business, UMUD, U-I and I-1 districts and as an accessory use in the I-2 district. An adult care home may be established as a permitted use in the single-family district. All facilities must meet the setback, yard and height requirements, which will be the minimum, required for the district in which it is located.

**Section 12.517 Group Homes.**

This ordinance provides for the location of group homes in a wide variety of residential and nonresidential districts. However, the public has an interest in assuring that a concentration of group homes within neighborhoods or along streets in residential districts be minimized. Accordingly the following standard will apply to the location of group homes in single family residential districts. **New group homes must be separated from existing group homes in a single family residential district by a distance of 800' measured from the closest point of each lot property line in a straight line.** This standard will not apply in circumstances when the sites are separated by a major thoroughfare, major topographical feature such as a major stream floodway, or by major non-residential or public uses such as a park school, church, or shopping or office area.

**Applicant is eligible to receive zoning compliance for a *Adult Care Home/Center* or a *Group Home* located at the above physical address. A final zoning inspection will be scheduled after the applicant meets all requirements for zoning compliance under a Zoning Use Permit issued for this location.**

***I, the undersigned, have read the above requirements and understand that I must comply in order to be permitted for an Adult Care Center/Home or Group Home.***

\_\_\_\_\_  
(Signature of Operator)      \_\_\_\_\_  
(Print Name)      \_\_\_\_\_  
(Date)      \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Signature of Property Owner,  
If different than Operator)      \_\_\_\_\_  
(Print Name)      \_\_\_\_\_  
(Date)      \_\_\_\_\_  
(Phone Number)

***If you are not the owner of this property, we will need the owner to give permission for this action by having his/her signature notarized.***

**IN WITNESS WHEREOF, I have hereunto set my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.**

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Witness:**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Date**

**My commission expires: \_\_\_\_\_**

**FINAL ZONING APPROVAL:** A zoning inspection for the above listed location has been completed and the applicant has met all zoning regulations to operate an Adult Care Home/Center or Group Home as permitted.

\_\_\_\_\_  
**Zoning Inspector**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone**