GILBERT
ARIZONA

A Community of Excellence

Recovery Residence Registration Form

Development Services Department
(480) 503-6700-Ph.
(480) 497-4923-Fax
www.gilbertaz.gov

Facility Name: _____

Property Address: _____

Subdivision Name: _____ Lot #: _____

Tax Parcel #: _____ Number of Staff: _____

Property Owner: Letter of Authorization from property owner included? Yes _____ No _____

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Applicant/Contact:

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Narrative: *(Describe type of care, supervision, or counseling provided)*

_____

_____

_____

_____

TOWN OF GILBERT USE ONLY

Zoning of Site: _____Address of Nearest Recovery Residence: _____

Location Verified By: _____Date: _____

Submittal Date: _____Eden Permit #: _____

Fee Paid: _____Business License # _____

Recovery Residence Registration Checklist

REQUIRED MATERIALS

Submit hard copy of ALL required items below:

Application..... ☐

Fee (see Development Services fee schedule)..... ☐

Business License Customer Number: _____ ☐

Operation and Management Plan (which includes the following information): ☐

- ☐ Name and Address of Business Owner
- ☐ Name/Address/Phone Number of Property Owner and person in control of property; OR
- ☐ ***Notarized*** authorization from property owner if the business and property owner are not the same
- ☐ Emergency contact number
- ☐ Number of persons in each bedroom
- ☐ Maximum number of occupants
- ☐ Floor Plan
- ☐ Resident Screening Process
- ☐ Guest and Resident Rules of Conduct

Helpful Links:

Town of Gilbert Business Registration and Licensing website:
http://www.gilbertaz.gov/departments/economic-development/business-registration-and-licensing

Recovery Residence Ordinance: http://www.gilbertaz.gov/home/showdocument?id=3740

Development Services Fee Schedule: http://www.gilbertaz.gov/home/showdocument?id=1038

Registration with the Town of Gilbert does not relieve or in any way affect the registrant's responsibilities for licensing or approvals that may be required by other state or local agencies, including any applicable homeowners' or property owners' associations.

Updated 7/15/14