



# Recovery Residence Registration Form

Development Services  
Department  
90 E. Civic Center Drive  
Gilbert, AZ 85296  
(480) 503-6700 Phone  
(480) 497-4923 Fax  
www.gilbertaz.gov

Facility Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Max. # of Residents: \_\_\_\_\_ 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 #: _____





**A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.



# Recovery Residence Registration Checklist

## Required Materials

Applicant  
Checklist

Submit hard copy of ALL required items below:

- Application.....
- Fee (See Planning 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>

Gilbert's Land Development Code Article 4.5 Supplemental Use Regulations, Section 4.5015

Recovery Residence: <http://www.gilbertaz.gov/home/showdocument?id=8477>

Development Services Fee Schedule: <http://www.gilbertaz.gov/home/showdocument?id=5883>

*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.*

