



City of North Miami Beach, Florida

Community Development Department

Community Residential Home Verification Letter Request Form

The Community Development Department provides written confirmation of the applicability of various regulations governing the development and use of all parcels within the City limits. This confirmation is provided in written form on City letterhead known as a “Group Home Verification Letter.” Letters are typically requested for confirmation of permitted/allowable uses, performance standards that apply to specific properties and required steps required in the City’s development review process. Please complete and forward this application to the Department along with the \$100.00 fee (check payable to the City of North Miami Beach). If significant research is required, the Department shall advise in advance of preparing the letter of the estimated fee which is \$250.00, plus \$75.00 per hour of research. Preference is to forward letters via email. Please direct any questions to the below address, phone or email.

City of North Miami Beach’s Zoning and Land Development Code Definitions

“Sponsoring agency” means an agency or unit of government, a profit or nonprofit agency, or any other person or organization which intends to establish or operate a community residential home.

“Community Care Facilities” is stated as an adult congregate living facilities, nursing homes, community residential homes with more than fourteen (14) residents, convalescent homes and similar facilities; must be licensed by Florida Department of Children and Families.

“Community Residential Home” refers to a dwelling unit licensed to serve clients of the Florida Department of Children and Families, which provides a living environment for seven (7) to fourteen (14) unrelated residents who operate as the functional equivalent of a family, including such supervision and care by supportive staff as may be necessary to meet the physical, emotional and social needs of residents. The clients are limited to: children, the aged, physically disabled, handicapped, developmentally disabled, and mentally ill who do not constitute a direct threat to the health, property and safety of the neighborhood.

“Dwelling, Single Family Home” is defined as a building containing one (1) dwelling unit or a group home. The latter is a dwelling unit licensed to serve clients of the Florida Department of Children and Families which provides a living environment for six (6) or less unrelated residents who operate as the functional equivalent of a family, including such supervision and care by supportive staff as may be necessary to meet the physical, emotional and social needs of residents. The clients are limited to: children, the aged, physically disabled, handicapped, developmentally disabled and mentally ill who do not constitute a direct threat to the health, property and safety of the neighborhood.



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Florida State Statute Standards

According to S. 393.063, F.S., a "Group home facility" means a residential facility which provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. The capacity of such a facility shall be at least 4 but not more than 15 residents. For the purposes of this chapter, group home facilities shall not be considered commercial enterprises.

In addition, S. 393.063, F.S. states that "Homes of six or fewer residents which otherwise meet the definition of a community residential home shall be deemed a single-family unit and a noncommercial, residential use for the purpose of local laws and ordinances. Homes of six or fewer residents which otherwise meet the definition of a community residential home shall be allowed in single-family or multifamily zoning without approval by the local government, provided that such homes **shall not be located within a radius of 1,000 feet of another existing such home with six or fewer residents**. Such homes with six or fewer residents shall not be required to comply with the notification provisions of this section; provided that, prior to licensure, **the sponsoring agency provides the local government with the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the local government in which the proposed site is to be located in order to show that no other community residential home is within a radius of 1,000 feet of the proposed home with six or fewer residents. At the time of home occupancy, the sponsoring agency must notify the local government that the home is licensed by the licensing entity."**

When a site for a community residential home has been selected by a sponsoring agency in an area zoned for multifamily, the agency shall notify the chief executive officer of the local government in writing and include in such notice the specific address of the site, the residential licensing category, the number of residents, and the community support requirements of the program. Such notice shall also contain a statement from the licensing entity indicating the licensing status of the proposed community residential home and specifying how the home meets applicable licensing criteria for the safe care and supervision of the clients in the home. The sponsoring agency shall also provide to the local government the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the local government in which the proposed site is to be located. The local government shall review the notification of the sponsoring agency in accordance with the zoning ordinance of the jurisdiction.

Pursuant to such review, the local government may:

1. Determine that the siting of the community residential home is in accordance with local zoning and approve the siting. If the siting is approved, the sponsoring agency may establish the home at the site selected.



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Property Information

Physical address (es) of parcel(s) for which letter is requested (list all addresses):

| | | | |
|---|------|-------|----------|
| Street | City | State | Zip Code |
| Folio Number(s): 07 - _____ - _____ - _____ | | | |
| 07 - _____ - _____ - _____ | | | |

Please provide specific details in the type of group home or assisted living facility that you are interested in applying including the number of unrelated residents.

Office Use Only

Letter was forwarded _____, 2018 via Regular Mail Email Office Pick Up

Month Day

Fee(s) Received Yes No Amount: \$ _____ Check No. _____ Account No: 010-341201

Comprehensive Land Use Plan Designation(s) of the property:

Zoning District(s) of the property:

Attach copy of letter and scan and insert all documents into Department computer file directory.