



## DEFINITIONS

### **Household Group:**

- (A) *Household group* means any one of the following, provided that there is at least 400 square feet of finished interior space for each resident:
- 1) A group not exceeding three persons living together as a single housekeeping unit, such group to be distinguished from a group occupying a boarding house, lodging house, club, fraternity, or hotel, except that such a household group may not include more than one individual who is required to register as a sex offender pursuant to Section 18-3-412.5, C.R.S.;
  - 2) Two or more persons all of who are related by blood, marriage, or legal adoption, together with not more than one adult boarder or domestic worker

### **Household Group Living Facility:**

*Household Group Living Facility* means any one of the following, provided that there is at least 400 square feet of finished interior space for each resident:

- (A) A group of more than three, but not more than eight developmentally disabled persons living in a state-licensed group home or community-based residential facility for the developmentally disabled;
- (B) A group of more than three, but not more than eight persons in an owner-occupied or nonprofit group home for the exclusive use of persons sixty years of age or older, together with domestic workers; or
- (C) A group of more than three, but not more than eight persons with mental illness living in a state-licensed group home for persons with mental illness, subject, however, to limitations on such homes provided by state law.
- (D) A group of more than three, but not more than eight persons who are handicapped within the meaning of the Federal Fair Housing Act (FHA).
- (E) As used in this section, an adult means a person eighteen or older, and child means a person under the age of eighteen
- (F) As used in this section, finished interior space includes any room with:
  1. Floor completely covered (except for heating, cooling, or ventilation grilles, cabinets, plumbing fixtures, and appliances), with one or more of the following materials: ceramic or vinyl tile, vinyl sheet goods, cork, rock, brick, carpeting, decorative concrete or finished wood flooring;
  2. Walls completely covered (except for doors, windows, cabinets, electrical outlets, plumbing fixtures, appliances, and heating and ventilation grilles) with one or more of the following materials: painted or wall-papered gypsum board or plaster, stucco, wood or composite panelling, ceramic or vinyl tile, vinyl sheet goods, cork, rock, decorative concrete or brick; and
  3. Ceiling completely covered (except for light fixtures, skylights, and heating, cooling, or ventilation grilles) with one or more of the following materials: painted or wall-papered gypsum board or plaster, stucco, wood or composite panelling, ceramic or vinyl tile, vinyl sheet goods, or acoustical panels.
- (G) As used in this section finished interior space does not include areas with exposed studs, joists, or plain concrete
- (H) As used in this chapter, Recovery Residence means any premises, place, facility, or building that provides housing accommodation for individuals with a primary diagnosis of a substance use disorder that: (1) is free from alcohol and non prescribed or illicit drugs; (2) promotes independent living and life skill development; and (3) provides structured activities and recovery support services that are primarily intended to promote recovery from substance use disorders.

## **FREQUENTLY ASKED QUESTIONS**

### **Is there a separation requirement between household group living facilities?**

Yes. In order to prevent the concentration and encourage better integration into neighborhoods of household group living facilities, no two Household Group Living Facilities may be located within 750 feet of each other.

### **What are the requirements for Household Group Living Facilities not licensed or certified by the State of Colorado?**

Any owner or authorized agent who intends to open a household group living facility in the city must first submit an application to the City and pay all required fees. Contents of the application shall be incorporated in and become requirements of the permit. The application can be found on the Planning Division website.

### **How long will the permit be valid?**

A permit shall be valid for a two year term or for 180 days from the issuance of the permit if the household group living facility has not begun admitting residents. A renewal application for a permit set to expire shall be filed, with the required fee, no later than forty-five (45) days prior to the date of expiration. A permit does not guarantee or vest any right to a renewed permit in the permittee.

### **What is the fee for the permit application?**

The current fee is \$50.

### **Is the permit required to be displayed?**

The permit, good neighbor policy and the house rules shall be posted in a prominent location in the entryway of the household group living facility so that it may be read at any time

### **What is the requirement for state licensed or state certified household group living facilities?**

All state licensed or state certified household group living facilities must register with the City and County of Broomfield before operating the facility in the City. The registration must include a copy of the state issued license or certification and a copy of the application provided to the state. There is no fee for this registration.

### **Are there any additional requirements?**

No Household Group Living Facility shall provide housing to any individual who constitutes a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical danger to the property of others.

### **What are the application materials required with a request for a permit application to the City?**

Please see a detailed list of necessary application materials provided below.

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## **APPLICATION MATERIALS:**

**The application for a permit for a Household Group Living Facility not licensed or certified by the State of Colorado will need to include all information outlined on the application form as summarized below:**

- (a) The permanent address, the telephone number, and email address of the owner of the household group living facility. If the owner is an individual, a copy of his/her state issued identification must be provided.
- (b) Documentation of the legal business entity showing that it is in good standing with any Secretary of State where it is registered, including Colorado, as well as any DBA [doing business as] names.
- (c) Evidence of written permission from the property owner of record to operate a household group living facility on the property. If the property owner is not the same person as the applicant or household group living facility owner, provide the name, street address, email address and telephone number of the property owner.
- (d) The legal and physical description of the property where the residence will be located including a clearly legible floor plan of the household group living facility that includes the total square footage of the home, the layout, location, dimensions, and square footage of each bedroom, and the number of beds in each bedroom.
- (e) The maximum number of residents proposed to occupy the household group living facility.
- (f) The name under which the household group living facility will be doing business and the URL of any website or advertisement for the household group living facility.
- (g) A list of any prior household group living facility permits applied for in the City and the status of each.
- (h) A list of any other cities where the applicant currently has active household group living facilities and the status of any license or permit required for each residence.
- (i) A description of the intended use of the residence.
- (j) A certification that electrical, mechanical, and structural components of the property are functional and free of fire and safety hazards.
- (k) A safety inspection policy requiring semi-annual verification of:

- (i) functional smoke detectors in all bedroom spaces and elsewhere as needed, functional carbon monoxide detectors, functional fire extinguishers placed in plain sight or in clearly marked locations, regular inspections of smoke detectors, carbon monoxide detectors and fire extinguishers.
- (l) A copy of the house rules and regulations and procedures for amending them.
- (m) A copy of the good neighbor policy and procedure for amending it.
- (n) Proof of adequate general liability insurance showing the household group living facility's home owner's name and the group living facility's home address as a covered property under the policy.

**What is required as part of the House Rules, Policies and Procedures required as part of the permit application?**

The House Rules, Policies and Procedures sets forth the house rules and policies and procedures that include consequences for violations of the rules and at a minimum states each of the following:

- The residents' rights and grievance procedures
- Prohibits the use of alcohol and illicit drugs - in a Recovery Residence
- Lists prohibited items
- Smoking prohibitions or designated areas for smoking
- Visitor policies
- Admission and discharge criteria
- Emergency preparedness procedures

**What is required as part of the Good Neighbor Policy?**

The Good Neighbor Policy is a document that outlines the rules that the owner(s) of the household group living facility, licensee, certificate holder, managers and residents must follow as it pertains to interaction with the neighborhood. At a minimum the policy must include:

- (1) Policies and procedures providing neighbors with a designated responsible person's contact information upon request;
- (2) Policies and procedures that require the responsible person to respond to the neighbor's concerns;
- (3) Resident and staff orientations that include how to greet and interact with neighbors and concerned parties;
- (4) Policies that minimize negative impacts, including but not limited to:
  - (a) Smoking
  - (b) Cleanliness of the property
  - (c) Parking for residents and guests

**DISCLAIMER**

This document is intended to provide a brief explanation of the Household Group Living Facility regulations in the City and County of Broomfield. Due to space limitations, only select portions of the Broomfield regulations have been included here. This brochure should not be relied upon as a final source of information. Always refer to the Broomfield Municipal Code (BMC) to get complete and up-to-date information concerning Broomfield's regulations. The full regulations can be found in Section 17-33 of the Broomfield Municipal Code. (FAQ: April, 2020)