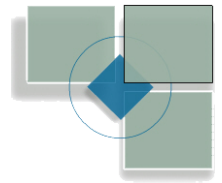




# DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer

Andrew A. Baker, AICP  
Director



## Department of Planning and Sustainability DeKalb County, Georgia 30030

### Child Caring Institutions (CCI)

3 or less

**Floor Area: 1,499 SF or less - \$270 Fee**

**Floor Area: 1,500 SF or more - \$370 Fee**

*(Including \$20.00 Technology fee)*

#### Application (To be completed by office personnel)

(AT) PC/CLA Permit AP #	Date application Processed
Date PC/CLA Permit Issued	

#### Site/Property

Location Address		City	State	ZIP
Building No.	Floor No.	Apartment/Suite No.		

#### Applicants

Owner			Contractor		
Address			Address		
City	State	ZIP	City	State	ZIP
Tel #	Mobile #		Tel #	Bus. Lic. #	
Fax #	E-Mail		Fax #	Mobile #	E-Mail

#### Name of Home:

--

#### Daycare Information

Maximum Number Residents _____	Resident Age Range: _____	Type of Sanitary Facilities <input type="checkbox"/> Sewer <input type="checkbox"/> Septic Tank
--------------------------------	---------------------------	--

***This application is filed requesting approval for \_\_\_\_\_ Child Caring Institution residents.  
(Number)***

1. Applicant has applied for, or will immediately apply for, a permit for the operation of a Child Caring Institution Home from the State of Georgia, Department of Human Resources, in accordance with its rules and regulations;
2. Child Caring Institution will meet and be operated in accordance with all applicable State and Federal laws and regulations and with all DeKalb County codes and regulations;
3. Additional information as deemed necessary by DeKalb County shall be submitted upon request;
4. This application is for a Child Caring Institution as defined in DeKalb Code 27-31.

No occupancy of the home shall occur until after all required documents are submitted and applications are approved.

The undersigned hereby files this application for approval for a Child Caring Institution and certifies that the above information provided is correct and instructions will be complied with.

Date \_\_\_\_\_

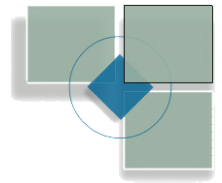
Applicant's Signature \_\_\_\_\_  
Applicant's Name Printed \_\_\_\_\_



## DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer

Andrew A. Baker, AICP  
Director



### Child Caring Institutions (CCI) In Single-Family Residential Zoning Districts

Please provide the following:

#### CCI (3 or Less)

1. Child caring Institution application.
2. Notarized documentation from owner of the property giving you permission to have a Personal Care Home (unless you are the property owner)
3. Independent fire and electrical inspection certifications (copy must be given to the Planning Department at the time of application)
4. Septic inspection by the Environmental Health Department (contact 404 508-7900)
5. Floor Area: 1,499 SF or less - \$270 application fee (including \$20.00 Technology fee).
6. Floor Area: 1,500 SF or more - \$370 application fee (including \$20.00 Technology fee)..
7. Permit may be picked up or mailed upon request  
(Approximately 3 day processing)

To apply for your State Certification Permit, contact the Georgia Department of Human Services, Office of Residential Care at (404) 657-9651. Once you have received the State Certification Permit, a DeKalb County Business license is required as follows:

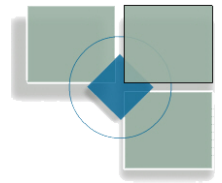
8. Present a copy of the State Certification Permit to the DeKalb County Business License Department (pay fees).
9. Present a copy of the Business License Application and State Certification.

#### CCI (4 or More)

1. Schedule a pre-application meeting for a Special Land Use Permit (SLUP) with the Department of Planning and Sustainability (email [bsgreen@dekalbcountyga.gov](mailto:bsgreen@dekalbcountyga.gov) for appointment). SLUP application fee is \$400, see SLUP standards attached.
2. Letter stating that to your knowledge, you are not within 1,000 feet from another CCI or Group home a verification shall be submitted with the SLUP application.
3. Following SLUP application approval by the Board of Commissioners, the following is required:
  - a. All homes are required to be fully sprinkled
  - b. Building Permit application
  - c. Two (2) copies of scaled architectural floor plans of the home for review
  - d. Fire Inspection: once you receive your permit, call 404-371-3010 to schedule an inspection
  - e. Certificate Of Occupancy (CO): fire inspection approval required
  - f. Business License Application: State Certification Permit and Certificate of Occupancy are needed when applying for a Business License

Should you have any questions, please contact the Planning & Sustainability Department at 404 371 2155 or Annie Woods [akwoods@dekalbcountyga.gov](mailto:akwoods@dekalbcountyga.gov).

**No business shall operate before or during the process of this application; only upon issuance of a Business License.**



## Text Amendment Summary

### Family, Personal Care Home, Child Caring Institutions and Other Terms

*The following is a summary of the approved text amendment establishing definitions; principal permitted uses, SLUP uses related to family, personal care homes, and child caring institutions and the related parking standards in each district. Please note the revisions on page 7 denoted with an \*. Adopted by BOC on Aug 09, 2011*

**Family** means one or more individuals related by blood, marriage, adoption, guardianship or other custodial relationship, or not more than three (3) unrelated individuals, who live together in a single dwelling unit and who function as a single housekeeping unit, have established ties and familiarity with each other, jointly use common areas, interact with each other, and share meals, household activities, expenses, and responsibilities. This definition shall include three (3) or fewer mentally handicapped, developmentally disabled persons, and other handicapped persons, as defined in the Fair Housing Act, 42 U.S.C. Sec. 3601 et seq., living as a housekeeping unit and otherwise meeting the definition of “family” herein. For the purposes of calculating the number of persons who live in a dwelling, family members who are related by blood or legal status shall count as one person.

**Personal care home** means a building(s) in which housing, meals, and twenty-four hour continuous watchful oversight for one (1) or more adults are provided and which facility is licensed or permitted as a personal care home by the State of Georgia. The term “personal care home” shall not include a “child caring institution,” “transitional housing,” a “rehabilitation housing facility,” or a “rooming house” or “boardinghouse.” “Personal care home” includes a “community living arrangement.”

**Personal care home, group** means a personal care home that offers care to four (4) to six (6) persons.

**Personal assistance services** mean a service to an individual or supervision of self-administration of medication, ambulation and transfer from location to location, and/or essential activities of daily living such as eating, bathing, grooming, dressing, and toileting.

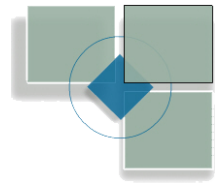
**Child caring institution** means a building(s) in which housing, meals, and twenty-four hour continuous watchful oversight for one (1) or more children under the age of eighteen (18) are provided and which facility is licensed or permitted as a child caring institution by the State of Georgia.. The term “child caring institution” shall not include a “child day care center or facility.”

**Child caring institution, community** means a child caring institution that offers care to seven (7) or more children.

**Child caring institution, group** means a child caring institution that offers care to between four (4) and six (6) children.

**Community living arrangement** means an establishment licensed by the State of Georgia that provides residency for two or more adult persons receiving care for mental health, development disabilities and/or addictive diseases.

**Personal care home, community** means a personal care home that offers care to seven (7) or more persons.



## **REVISIONS TO DISTRICTS**

- Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in **single-family districts with SLUP**: (See page 5)

RE (Residential Estate District)  
RE (Residential Estate District)  
RLG (Residential Large Lot District)  
RLG (Residential Large Lot District)  
R-100 (Residential Medium Lot District)  
R-85 (Residential Medium Lot District)  
R-75 (Residential Medium Lot District)  
R-60 (Residential Small Lot District)  
R-50 (Residential Small Lot District)  
RSM (Small Lot Residential Mix District)  
RSM (Small Lot Residential Mix District)  
RSM (Small Lot Residential Mix District)  
RSM (Small Lot Residential Mix District)  
RNC (Neighborhood Conservation District)

- Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in all **multi-family zoning districts** as a permitted use:

RSM (Traditional Neighborhood Development)  
MHP (Mobile Home Park)  
RSM (Small Lot Residential Mix District)  
MR-1 (Medium Density Residential-1 District)  
MR-2 (Medium Density Residential-2 District)  
MR-2 (Medium Density Residential-2 District)  
HR-2 (High Density Residential-2 District)

- Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in the following **non-residential and mixed use zoning districts** as a permitted use:

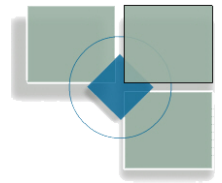
O-I (Office – Institutional District)  
OIT (Office – Institutional - Transitional District)  
O-D (Office – Distribution District)  
NS (Neighborhood Shopping District)  
C-1 (Local Commercial District)  
C-2 (General Commercial District)  
MU-1 (Mixed Use Low Density District)  
MU-5 (Mixed Use Very High Density District)  
MU-5 (Mixed Use Very High Density District)



# DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer

Andrew A. Baker, AICP  
Director



- Allow “personal care home, community” and “child caring institutions, community” (7 or more persons) as a permitted use in the following multi-family districts:

RSM (Small Lot Residential Mix District)  
MR-1 (Medium Density Residential-1 District)  
MR-2 (Medium Density Residential-2 District)  
MR-2 (Medium Density Residential-2 District)  
HR-2 (High Density Residential-2 District)  
RSM (Small Lot Residential Mix District)

- Allow “personal care home, community” and “child caring institutions, community” (7 or more persons) as a permitted use in the following non-residential and mixed use zoning districts :

O-I (Office – Institutional District)  
O-D (Office – Distribution District)  
NS (Neighborhood Shopping District)  
C-1 (Local Commercial District)  
C-2 (General Commercial District)  
MU-5 (Mixed use Very High Density District)

- Provided parking standards in all related districts for “personal care home, group”, “personal care home, community”, “child caring institutions, group” and “child caring institutions, community” .

**Personal care home, group - Minimum Four (4) spaces**

**Personal care home, community - Minimum 0.50 per number of beds**

**Child caring institutions or group - Minimum Four (4) spaces**

**Child caring institutions, community - Minimum 0.50 per number of beds**

## DEKALB COUNTY CODE- CHAPTER 27 SUPPLEMENTAL REGULATIONS

### **Sec. 27-792. Personal care homes and child caring institutions.**

(a) ***Personal care homes, general requirements.***

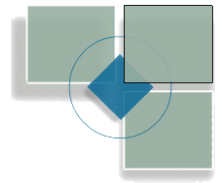
- (1) Each personal care home must obtain all license(s) and/or permit(s) required by the State of Georgia in order to operate. Each personal care home licensed and/or permitted by the State of Georgia must display its State-issued license(s) and/or permit(s) in a common area of the facility.
- (2) Each personal care home licensed and/or permitted by the State of Georgia must obtain a business occupation tax certificate as required by section 15-26 et seq. (hereinafter referred to as a business



## DeKalb County Department of Planning & Sustainability

Lee May  
Interim Chief Executive Officer

Andrew A. Baker, AICP  
Director



license”) from DeKalb County before operating. The business license shall indicate (1) the address where the personal care home is to be operated, and (2) the name of the licensed/permitted operator. Each personal care home must display its County-issued business license in plain view visible from the front doorway of the facility.

- (3) Each personal care home must obtain all necessary fire and electrical inspections before either a certificate of occupancy or business license may be issued by the County. Certification evidencing satisfactory inspections must be displayed in plain view visible from the front doorway of the facility.
- (4) No personal care home may display any exterior signage that violates the zoning regulations in Chapter 21 of the Code or the sign provisions in the zoning regulations for the underlying zoning district within which the personal care home is located.

(b) ***Personal care home, group. Special land Use Permit (SLUP) REQUIRED***

- (1) Two (2) copies of complete architectural plans for the subject group personal care home, signed or sealed by a registered architect, shall be submitted to the Planning Director prior to issuance of a building permit or business license.
- (2) Each group personal care home must provide at least four (4) parking spaces within a driveway, garage or carport, , and must comply with any applicable requirements in Article 6-Parking, table 6.1.
- (3) No group personal care home may obtain a building permit or business license to operate in any residential “R” zoning district unless a special land use permit for such has been approved by the Board of Commissioners.
- \* (4) No group personal care home located within a “R” zoning district may be operated within one thousand (1,000) feet of any other group personal care home. The one-thousand (1,000) foot distance is measured by a straight line which is the shortest distance between the property lines of the two (2) tracts of land on which is the each personal care home is located.
- \* (5) If owned by a corporation, partnership limited liability company or any entity other than a natural person, the administrator identified in the state license application must reside in the group personal care home. If owned by an individual, the individual owner must reside in the group personal care home.

(c) ***Personal care home, community.***

- (1) Community personal care homes are limited to operation in Medium Density Residential-1 & 2 (MR-1 & 2) and non-residential zoning districts that allow it as a principal use.
- (2) Two (2) copies of complete architectural plans for the subject community personal care home, signed or sealed by a registered architect, shall be submitted to the planning director prior to issuance of a building permit or business license.
- (3) Each community personal care home must provide at least 0.50 parking spaces for each employee and resident, and must comply with any applicable requirements in Article 6-Parking, table 6.1