



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

USE DETERMINATION REQUESTS **FOR GROUP RESIDENTIAL FACILITIES**

When requesting a Use Determination Request for Group Residential Facilities (commonly referred to as group homes), please provide the following information. Use determinations are typically processed within 30 days of receipt of an adequate description of the proposed use.

1. Name of licensure you will be pursuing and licensing agency (i.e., DD Group Home license through the Virginia Department of Behavioral Health and Developmental Services (VDBHDS)). If the property is already operating, please provide a license number.
2. Number of proposed residents, bedrooms, and length of stay.
3. Number of resident or non-resident staff on-site, including their professional titles such as Direct Support Professionals or Certified Nursing Assistants, at any one time. Identification of other staff providing services (i.e., physical therapists, activity persons, etc.) and frequency of visits.
4. Proposed staff shifts (i.e., 7:00 a.m. to 3:00 p.m., 3:00 p.m. to 11:00 p.m., and 11:00 p.m. to 7:00 a.m.).
5. Statement of the type and extent of care or services provided to the residents.
6. Acknowledgement that services will not be provided to non-residents of the facility.
7. Identification of any other locations in the County where you currently or propose to operate/own this type of use.
8. Number of cars expected on-site at any one time and whether there will be a company vehicle associated with the proposed use and where parking is situated (i.e., garage, driveway, or public street) and whether residents will be permitted to have personal vehicles.
9. How will food be delivered to the property (i.e., Peapod, staff driving to the grocery store themselves, etc.)?
10. A plat showing the location of the proposed structure on the lot including any proposed additions and parking areas.
11. A professionally drawn floor plan showing the interior layout of the facility with the function of each room labeled. Hand drawn floor plans are not acceptable.
12. Name and contact information of Community Liaison.
13. If you are not the property owner, please explain whether you will be entering into a long-term lease with the property owner, purchasing the property, or have some other arrangement.
14. A Group Residential Facility does not include the current illegal use of or addiction to a controlled substance as defined in Va. Code Sect. 54.1-3401 or as defined in Sect. 102 of the Controlled Substance Act (21 U.S.C 802). If you are offering services to individuals in recovery (e.g., VDBHDS Substance Abuse Residential Service licenses), provide the facility's policies on resident intake, drug testing, and dismissal when a resident is found to be using or in possession of a controlled substance.

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PLANNING & DEVELOPMENT

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