

## Sober Living Home Application Requirements Checklist

- The name and full street address of the structured living home.
- Each house manager's:
  - Name
  - Full home living street address,
  - Mobile and land phone numbers,
  - email address,
  - driver's license or government issued identification number.
- The property owner's:
  - Name,
  - Full street address,
  - Email address,
  - Mobile and land telephone numbers.
- A copy of the lease (if leased) that states that the property will be used as a structured sober living home.
- Supervision requirements in the structured sober living home for the residents during all hours of operation.
- The operation plan that facilitates the rehabilitative process and that addresses the maintenance of the property and noise abatement consistent with local ordinances.
- The structured sober living home's rules and regulations, written intake procedures and relapse policy, and discharge plan.
- A blank copy of every form that residents and potential residents are required to complete.
- A signed and dated safety self-assessment checklist confirming safety devices are fully functional.
- Floor Plan and Information clearly indicating the layout of the house, the location, and size of each bedroom **and** the # of beds in each bedroom.
- Site Plan drawn to scale( 1"=20') showing: scale and North arrow, street and cross street location map, lot dimensions, off-street parking and maneuvering layout, designated smoking area if any, refuse container or dumpster location.
- An affirmation by the owner/operator that only residents who have the disability of drug/alcohol addiction will reside in the SSLH, and that no persons who pose a direct threat to the health or safety of others will be admitted.
- A signed waiver by owner/operator agreeing to allow police or code enforcement into the common areas of the home.

\*See Structured Sober Living Home Brochure for complete wording and specifics.