



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

AGENDA PLANNING & ZONING COMMISSION/ ZONING BOARD OF ADJUSTMENT JOINT WORK SESSION

July 24, 2025

6:00 PM

EOC Room

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

WORK SESSION ITEM

1. Presentation and discussion on potential ordinance improvements for regulating and permitting senior group homes and boarding homes. (Tamara Smith, Assistant to the Town Manager)

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: July 15, 2025, at 10:00 a.m. and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

Tammy Dixon, Town Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682-2372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



COMMUNICATION

MEETING DATE: July 24, 2025

FROM: Tamara Smith, MSL, Assistant to the Town Manager

AGENDA ITEM: Presentation and discussion on potential ordinance improvements for regulating and permitting senior group homes and boarding homes. (Tamara Smith, Assistant to the Town Manager)

BACKGROUND/SUMMARY:

As part of the FY 2025 Business Plan, Goal #5 focuses on establishing best practices for permitting and regulating senior group homes and boarding homes. This effort includes developing recommendations for potential ordinance improvements to enhance Trophy Club's reputation as a premier neighborhood community.

The Town is making significant progress on this initiative by refining facility definitions, addressing zoning and ordinance considerations, and establishing licensing and registration requirements. In the Town's current ordinance, convalescent and group homes are not state-regulated or licensed, posing legal risks for the Town. To mitigate this risk, proposed ordinance amendments will incorporate assisted living facilities and community homes, both state-licensed and regulated, while setting occupancy limits for group homes to enhance compliance.

A reasonable accommodation request process will further protect the Town from ADA-related lawsuits. Assisted living facilities currently fall under the convalescent home category in the Town's zoning ordinances, but updates are recommended to align with State regulations. While licensing is governed by State law, the Town can strengthen oversight by implementing registration and certificate of occupancy requirements.

To ensure compliance, the Town may require annual inspections, report violations to the Texas Department of Aging and Disability Services (DADS), and revoke occupancy certificates for non-compliance. Additionally, a legal framework is being developed to incorporate reasonable accommodation procedures, ensuring compliance with the Americans with Disabilities Act (ADA) and mitigating potential discrimination claims related to group homes and addiction treatment facilities. Considerations are also being given to occupancy limits, community home requirements, and the renewal process for reasonable accommodations.

Next steps include updating the Town's zoning ordinance to align with State laws, implementing registration and inspection processes, and ensuring zoning regulations remain legally sound.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: Implementing a registration and inspection process will generate both revenues and expenses. The Town is considering outsourcing inspections to a third-party company, with proposed inspection revenues applied to offset expenses incurred by the Town. As a result, this initiative is expected to have little to no impact on the Town's budget.

LEGAL REVIEW: Recommendations provided in the attached documents have been discussed and reviewed with the Town Attorney.

ATTACHMENTS:

1. Presentation
2. Draft Policy and Procedure
3. Draft Reasonable Accommodation Application
4. Home Inspection Checklist

ACTIONS/OPTIONS:

This agenda item is being presented for discussion and feedback purposes only. No action will be taken during the joint work shop.



Joint Planning & Zoning Commission/Zoning Board of Adjustment Work Session

July 24, 2025

Agenda

Introduction

Key Facility Definitions

Zoning and Ordinance Challenges

Licensing and Registration

Inspections and Compliance

Reasonable Accommodation

Group Home Definition and Legal Issues

Occupancy Restrictions

Reasonable Accommodation Renewal

Regulating Existing ALFs

Proposed Ordinance Updates

Next Steps

Current Legislation

Questions/Discussion





Introduction

**UPHOLD HOUSING
STANDARDS**



GOAL FIVE

Establish best practices
for permitting senior
group homes and
boarding homes.



Introduction

Business Plan Goal 5

Objective:

Improve Aging in place options for residents

Initiative:

Establish best practices for permitting senior group homes and boarding homes

Tasks:

Develop recommendations and conduct a Town Council workshop to review potential ordinance improvements for regulating and permitting senior group homes and boarding homes.



Key Facility Definitions

Key Facility Definitions

Assisted Living Facility (ALF):

- Licensed under **Chapter 247** of the Health & Safety Code.
- Provides shelter, food, personal care, medication, skilled nursing, and medical assessments.

Community Home:

- Licensed under **Chapter 123** of the Human Resources Code.
- Includes community-based homes and compatible assisted living facilities.

Convalescent Home:

- Regulated at both the federal and state levels, licensed under **Chapter 242** of the Health and Safety Code, **Chapter 554**, Texas Administrative Code, and the Texas Health and Human Services Commission.

Group Home:

- Unregulated homes serving individuals with disabilities, not under state licensing.

Key Facility Definitions

Definitions in the Town's Ordinance

Convalescent Home:

Any structure, other than a hospital, used for or occupied by persons recovering from illness or suffering from the infirmities of old age.

Group Home for the Disabled:

A dwelling shared by four or more disabled persons, including resident staff, who live together as a single housekeeping unit and in a long-term, family-like environment in which the staff person(s) provide care, education, and participation in community activities for the residents. The primary goal is to enable the residents to live as independently as possible in order to reach their maximum potential.

As used herein, the term "disabled" shall mean having:

- (A)** A physical or mental impairment that substantially limits one or more of such person's major life activities, so that such person is incapable of living independently;
- (B)** A record of having such an impairment; or
- (C)** Being regarded as having such an impairment.

However, "disabled" shall not include current illegal use of or addiction to a controlled substance, nor shall it include any person whose residency in the home would constitute a direct threat to the health and safety of other individuals. The term "group home for the disabled" shall not include alcoholism or drug treatment centers, work release facilities for convicts or ex-convicts, or other housing facilities serving as an alternative to incarceration.



Zoning and Ordinance Challenges

Zoning and Ordinance Challenges

Current Zoning Issue:

- ALFs fall under the **Convalescent Home** category in zoning ordinance, but this is not a perfect fit.
- **Assisted Living Facility (ALF)**
 - Provides shelter, food, personal care, medication, skilled nursing, and medical assessments.
- **Convalescent Home (Town Ordinance Definition)**
 - Any structure, other than a hospital, used for or occupied by persons recovering from illness or suffering from the infirmities of old age.

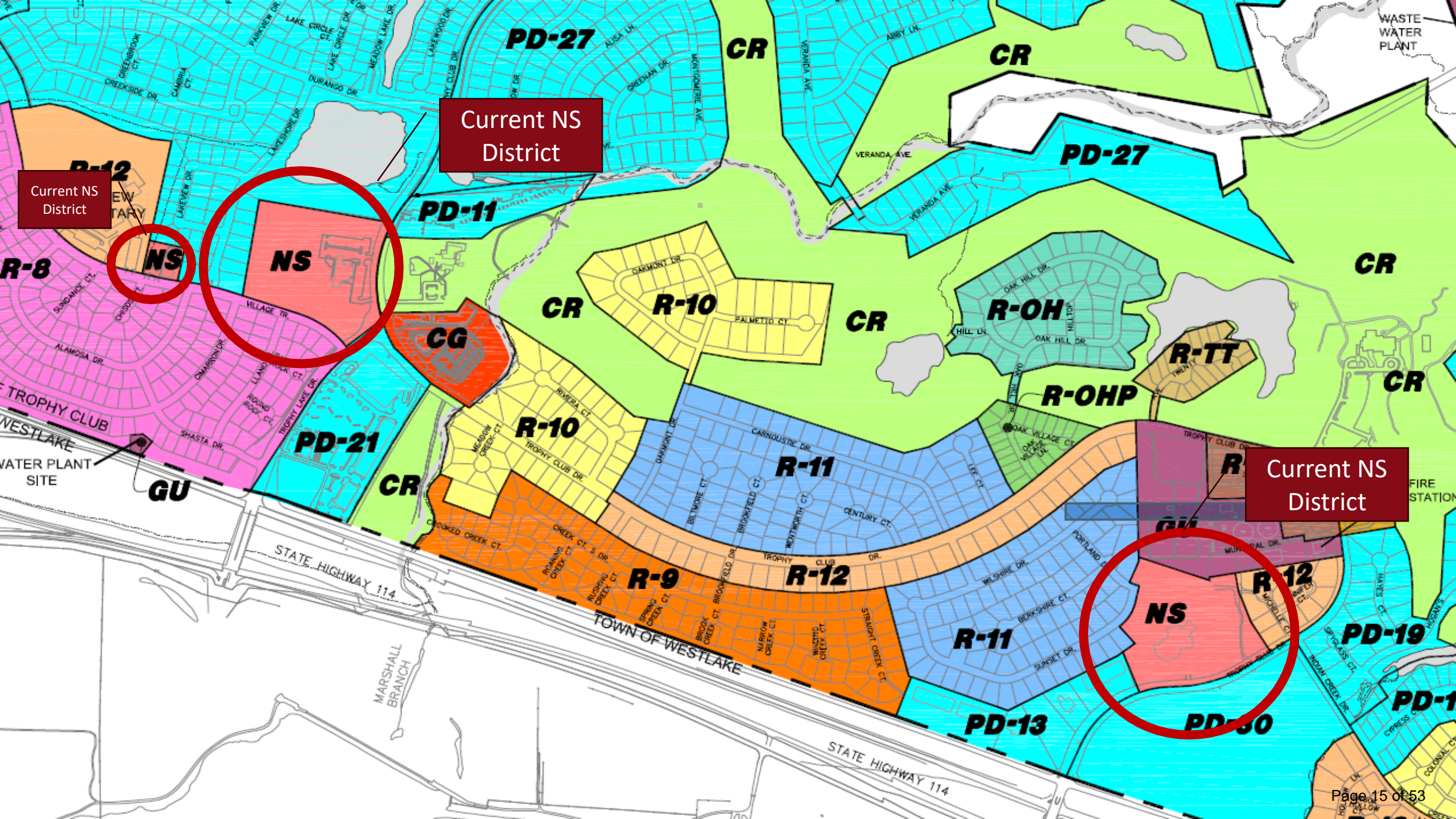
Zoning and Ordinance Challenges

Current Zoning Issue:

- ALFs are only permitted in the Neighborhood Services District (**NS District**), which is not residential.

What is a NS District?

- A Neighborhood Services District is a designated area within a community that focuses on improving local quality of life through services such as code enforcement, housing assistance, community development, and neighborhood revitalization.
- The Town currently has 3 NS Districts:
 - Fellowship United Methodist Church
 - The Church at Trophy Lakes
 - Xplor Preschool & School Age Care-Closed/Now Alliance Consulting Engineers



Current NS District

Current NS District

Current NS District

Zoning and Ordinance Challenges

Proposed Solution:

- Make ALFs a permitted use in residential zoning districts.
- Grandfathering existing ALFs as legal nonconforming uses.
- Trophy Club currently has one assisted living facility off Oak Hill Drive



Licensing and Registration

Licensing and Registration

State Licensing:

- ALFs and Community Homes are licensed by the state.
- Town cannot impose separate licensing but can enforce registration and Certificate of Occupancy (CO) requirements.

Registration:

- Track operating facilities to ensure compliance.
- Tied to CO requirement.



TOWN OF TROPHY CLUB
 1 TROPHY WOOD DRIVE
 TROPHY CLUB, TEXAS 76262
 682-237-2917
Permitting@trophyclub.org

CERTIFICATE OF OCCUPANCY APPLICATION

Business Name _____
 Business Address _____ Phone # _____
 City, State, Zip _____ Business Type _____

Original Texas Sales Tax Certificate (permanent or temporary) is required. The Certificate must list application address with "Trophy Club, TX, 76262" on the certificate. NO OTHER CERTIFICATE WILL BE ACCEPTED. A Sales Tax Certificate is obtained from the State Comptroller's Office, 4040 Fossil Creek Blvd., Ste. 100, Fort Worth, TX 76137, phone 817-847-6201, <https://comptroller.texas.gov>.

Business Owner/Tenant

Property Owner

Name _____	Name _____
Address _____	Address _____
City _____	City _____
St/Zip _____	St/Zip _____
Phone _____	Phone _____

Current CO Application

Include designation for Assisted Living Facility, Community, Convalescent, or Group Home.

THIS USE WOULD BE DESCRIBED AS:

- Newly Constructed Building
 Change of Owner
 Change of Occupant
 Existing Building
 Change of Use
 Additional Occupant

THE FOLLOWING BEST DESCRIBES MY OPERATION:

- Office only
 Retail Sales
 Medical/Dental
 Restaurant
 Other: _____ Square Footage of building/office: _____
 Number of Employees: _____

Notice: Occupancy of any building is prohibited until the building has been inspected and a Certificate of Occupancy has been issued.

Permit Fee: \$100.00

Use Classification _____ Construction Type _____ Occupant Load _____
 (To be completed by the Building Official)



Inspections and Compliance

Inspections and Compliance

Annual Inspections:

- Inspections can be required, especially if there are complaints or initial registration.

Non-Compliance:

- **Report violations** to the Texas Department of Aging and Disability Services (DADS).
- **Revoke CO** if needed.

ADA Concerns:

- Ensure compliance with the **Americans with Disabilities Act (ADA)** to avoid legal issues. A reasonable accommodation procedure should be established.



Reasonable Accommodation (RA)

Reasonable Accommodation (RA)

What is Reasonable Accommodation (RA)?

- A process for applicants to request modifications when their use doesn't fit traditional zoning definitions.

Unusual Applications Example:

- A sober living home that doesn't fit state definitions might request RA.

RA Process:

- Evaluate the request based on zoning concerns (e.g., overcrowding, safety).
- Modify the proposal if needed (e.g., limit occupancy).



TOWN OF TROPHY CLUB
1 TROPHY WOOD DRIVE
TROPHY CLUB, TEXAS 76262
682-237-2900

REASONABLE ACCOMMODATION APPLICATION

NAME OF OPERATOR/ORGANIZATION:			
NATURE OF OPERATOR/ORGANIZATION:			
24-HOUR ON-SITE CARE PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ON-SITE RESPONSIBLE PARTY:	
LICENSE WITH THE STATE OF TEXAS? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>IF YES, PLEASE PROVIDE A COPY OF STATE LICENSE WITH APPLICATION.</small>		CONTACT NAME:	PHONE NUMBER:
ARE YOU ENROLLED IN ANY OTHER STATE PROGRAMS? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, PLEASE LIST:	
TOTAL NUMBER OF EMPLOYEES/CAREGIVERS: _____		TOTAL NUMBER RESIDENT CHILDREN: _____ (UNDER 18)	
TOTAL NUMBER RESIDENT ADULTS: _____ (19-35) _____ (36-55) _____ (56+)			
OPERATOR/ORGANIZATION CONTACT INFORMATION:		PROPERTY OWNER INFORMATION:	
CONTACT NAME:		CONTACT NAME:	
PHONE NUMBER:		PHONE NUMBER:	
ADDRESS:		PROPERTY ADDRESS:	
ON-SITE EMERGENCY CONTACT:	PRIMARY PHONE:	PRIMARY EMAIL:	
PROPERTY DETAILS:			
Total square footage of living space _____ Square footage of living room(s) _____ Square footage of dining room(s) _____ Number of restrooms: Full _____ Half _____			
Number of sleeping room(s) _____ Square footage of each sleeping room _____ Square footage of kitchen/food preparation area _____			
Any security system / alarm at the property? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, please list _____			
Total linear feet of the street frontage of the property _____ Anticipated Number of vehicles of property _____			
Will there be any vehicles at the property that are not passenger vehicles? <input type="checkbox"/> Y <input type="checkbox"/> N			
If yes, please describe _____			
Is there any activity that will generate traffic or parking in greater volumes than normally expected in a residential neighborhood? <input type="checkbox"/> Y <input type="checkbox"/> N			
If yes, please explain _____			
On-site storage (Medicine, Air Tanks, Toxics or Other Hazardous Materials) <input type="checkbox"/> Y <input type="checkbox"/> N			
If yes, please explain _____			
Will the property create any condition that is offensive by reason of odor, noise, smoke, vibration, electrical interference, heat, or other issues in excess of those normally found in a residential area?			
<input type="checkbox"/> Y <input type="checkbox"/> N If yes, please explain _____			
I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:			

SIGNATURE:

DATE:

PLEASE PROVIDE A SUPPLEMENTARY STATEMENT AS TO WHY YOU ARE SEEKING A REASONABLE ACCOMMODATION FROM THE TOWN'S ZONING AND DEVELOPMENT REGULATIONS.

Proposed
New
Application



Group Home Definition and Legal Issues

Group Home Definition and Legal Issues

Current Definition Exclusion:

- The ordinance excludes alcoholism or drug treatment centers and similar homes, but addiction is a protected disability under the ADA.

Recommendation:

- Don't outright deny RA requests for addiction-related facilities.
- Set conditions (e.g., occupancy limits) instead.

Reasonable Accommodation Mechanism

Group Home for the Disabled:

A dwelling shared by four or more disabled persons, including resident staff, who live together as a single housekeeping unit and in a long-term, family-like environment in which the staff person(s) provide care, education, and participation in community activities for the residents. The primary goal is to enable the residents to live as independently as possible in order to reach their maximum potential.

As used herein, the term "disabled" shall mean having:

- (A) A physical or mental impairment that substantially limits one or more of such person's major life activities, so that such person is incapable of living independently;
- (B) A record of having such an impairment; or
- (C) Being regarded as having such an impairment.

Protected Disability
under ADA

However, "disabled" shall not include **current illegal use of or addiction to a controlled substance**, nor shall it include any person whose residency in the home would constitute a direct threat to the health and safety of other individuals. The term "group home for the disabled" shall not include alcoholism or drug treatment centers, work release facilities for convicts or ex-convicts, or other housing facilities serving as an alternative to incarceration.

- (D) **Include a reasonable accommodation mechanism to permit larger occupancies when appropriate, while using the Chapter 123 limitations as the baseline.**



Occupancy Restrictions

Occupancy Restrictions

A Type A facility cares for residents who:

- Do not require care during sleeping hours.
- Can leave the facility unassisted in an emergency.
- Can follow directions during an emergency.

A Type B facility cares for residents who:

- May require care from staff during sleeping hours.
- Need help transferring to and from a wheelchair.
- Need assistance to get out of the facility or are unable to follow directions during an emergency.

Occupancy Restrictions

State Guidelines:

- **Type A** ALFs: 80 sq ft per resident, 4 residents max per room.
- Each resident would require a room size equivalent to 8x10 feet.
- **Type B** ALFs: 100 sq ft per resident, 4 residents max per room.
- Each resident would require a room size equivalent to a 10x10 feet.
- Regulated by **Chapter 247** of the Health and Safety Code.

Four residents would require a space roughly equivalent to an average master bedroom or a one-car garage.

Four residents would require a space roughly the size of a standard two-car garage.

Chapter 123 Community Homes:

- Up to 6 individuals with disabilities and 2 supervisors in one home.



Reasonable Accommodation Renewal

Reasonable Accommodation Renewal

One-Time Application:

- RA applications are a one-time submissions.

Renewal and Non-Compliance:

- Renewal may be required for continued operation.
- Non-compliance with regulations can result in denial of renewal.



Regulating Existing ALFs

Regulating Existing ALFs

Existing ALFs in Town:

- Regulate them to ensure they meet state laws (e.g., room occupancy, licensing).

Compliance Issues:

- If an ALF is non-compliant, report it to Department of Aging and Disability Services (DADS) for enforcement.
- The Town can require compliance without shutting down operations.



Proposed Ordinance Updates

Proposed Ordinance Updates

Update Ordinance:

- Align definitions with state laws (Chapter 247 and Chapter 123).
- Add in Chapter 123 limitation to group homes, with a reasonable accommodation application for larger occupancy levels.
- Introduce registration and inspection requirements.

Outsourcing inspections to a third-party company will be considered. The inspection cost will be applied to offset any expenses owed by the Town.

Reasonable Accommodation Process:

- Develop procedures for applicants to request accommodations.
- Include an ZBA appeal process for RA requests.



The applicant must complete the Reasonable Accommodation Application.



Next Steps

Next Steps

Work Sessions:

- Town Council Presentation- (April 2025)
- P&Z Presentation- (May or June 2025)
- ZBA Presentation- (May or June 2025)

Community Outreach:

- Community Education Session- (May or June 2025)

Final Presentation:

- Finalized Ordinance Changes Presented to Council- (June 2025 or July 2025)

Next Steps

Recommended Actions:

- Ordinance Changes
- Implement reasonable accommodation application, policy, and procedure.
- Implement inspection requirements.
- Develop a Zoning Board of Adjustment (ZBA) appeal process.

Next Steps

Summary:

- Proposed updates will ensure ALFs, Group Homes, and Community Homes comply with state laws.
- The Town will be better prepared to handle unique situations through reasonable accommodation requests.



Current Legislation

Current Legislation

Summary of S.B. 1402 (West) – Group Home Registration

Key Provisions:

•Registration Requirement:

- A group home must register with the **city's police department** or the **county sheriff's department** (if no city police department exists) within **60 days** of starting operations.

•Registration Details:

- Must be completed in the format prescribed by the relevant department.
- Must include:
 - **Contact information** for the owner or operator.
 - **Emergency contact information** if different from the owner/operator's contact.

•Penalties for Non-Compliance:

- First violation: **\$2,500** civil penalty.
- Each subsequent day of violation: **\$100 per day**.
- Each day a violation continues is considered a separate offense.

•Enforcement:

- The **city or county** may file a lawsuit to recover penalties.
- If successful, they may also recover **court costs and attorney's fees**.

•Welfare Checks:

- Police or sheriff's departments are **authorized to conduct periodic welfare checks** on group home residents.

Current Legislation

1. Senate Process

- ✓ **Filed & Received** – The bill has been introduced.
- ✓ **Committee Review** – Assigned to a Senate committee, which holds hearings, debates, and may amend the bill.
- ◆ **Committee Vote** – If approved, it moves to the full Senate.
- ◆ **Senate Floor Vote** – Debated and voted on by all Senators. Needs a **majority vote** to pass.

2. House Process *(if passed by the Senate)*

- ◆ **Referred to House Committee** – Another review, possible amendments, and a vote.
- ◆ **House Floor Vote** – All Representatives debate and vote. Needs a **majority vote** to pass.

3. Finalization

- ◆ **Reconciliation (if needed)** – If the House amends the bill, the Senate must agree or work out differences in a **conference committee**.
- ◆ **Final Votes** – Both chambers must approve the final version.

4. Governor's Desk

- ◆ **Governor's Action:**
 - **Signs into law** – The bill becomes law.
 - **Veto** – The Legislature can override with a **two-thirds vote** in both chambers.
 - **No action (after 10 days)** – The bill automatically becomes law unless vetoed.
- If signed into law the act will take effect September 1, 2025.



Questions/Discussion





[social media](#) | [email](#) | [website](#)

Town of Trophy Club
Community / Group Home
Reasonable Accommodation Policy and Procedure

I. PURPOSE.

This policy is intended to provide guidelines for the requirements of an application for reasonable accommodation for any Community or Group Home located within the Town, and for the Town's compliance to the requirements of 42 U.S.C. 3601-3619 (the "Federal Fair Housing Act"), which requires that governments provide a "reasonable accommodation" for the handicapped, if necessary, to afford an equal opportunity with regard to the use and enjoyment of a dwelling.

II. DEFINITIONS.

- a. *Director* shall mean the Director of Community Development for the Town of Trophy Club, Texas, or his or her designee.
- b. "*Community Home*" shall mean an entity (1) operated by the Texas Department of Mental Health and Mental Retardation, Certified by the Texas Department of Human Services as a provider under the medical assistance program serving persons in intermediate care facilities or persons with mental retardation, or licensed under Chapter 247, Health and Safety Code as an assisted living facility, and (2) provides food and shelter, personal guidance, care, habitation services and supervision to persons with disabilities in the home.
- c. "*Group Home*" shall mean housing occupied by groups of four (4) or more unrelated individuals with disabilities, which may or may not be provided by organizations that also offer various services for individuals with disabilities living in the home.
- d. *Individual with disability* shall mean (1) an individual with a physical or mental impairment that substantially limits one or more major life activities; (2) an individual who is regarded as having such impairment; and (3) an individual with a record of such impairment.
- e. *Operator* shall mean any person or entity responsible for any business or service operations of a Community or Group Home.
- f. *Owner* shall mean the owner of real property upon which a Community or Group Home is to be located.
- g. *Town* shall mean the Town of Trophy Club, Texas.

III. APPLICATION REQUIRED.

An Owner or Operator shall not use, occupy, or cause to be used or occupied, any building structure in any zoning district located within the Town as a Group Home without making an application on form furnished by the Director.

IV. PROCEDURE FOR CONSIDERATION OF REASONABLE ACCOMMODATION FOR DISABLED INDIVIDUALS.

- a. A person requesting a reasonable accommodation from this ordinance on the basis of a disability may file a request for reasonable accommodation with the Community Development Department.
- b. A reasonable accommodation request may be made to the Community Development Department by any person with a disability; the person's representative; a developer; or a provider of housing for individuals with disabilities. The request shall state the reason for the accommodation and the basis for the request and demonstrate that the reasonable accommodation is requested on the basis of disability and is both reasonable and necessary to ensure equal opportunity for individuals with disabilities to obtain housing in accordance with the Fair Housing Act.
- c. The Director shall conduct a hearing to determine whether the request for reasonable accommodation should be granted. The applicant or applicant's representative shall have the burden to demonstrate that:
 1. The applicant (or the person on whose behalf the applicant is requesting the accommodation) suffers from a disability as defined by the Fair Housing Act, as amended; and,
 2. The applicant (or the person on whose behalf the applicant is requesting the accommodation) demonstrates that the accommodation is both reasonable and necessary. An accommodation under this section is "necessary" if, without the accommodation, the applicant will be denied an equal opportunity to obtain the housing of his or her choice.
- d. If the applicant demonstrates the matter set out in 4. (b) 1 and 2. above, the request for reasonable accommodations shall be granted by the Director in writing unless the accommodation would fundamentally alter the Town's land use and zoning patterns or if the impact of the use on its surroundings is greater than that of other uses permitted in the zoning district.
- e. A reasonable accommodation for an increase in the number of residents terminates if the property ceases to be operated as housing for disabled persons as defined by the Fair Housing Act, as amended.
- f. A decision of the Community Development Department regarding a reasonable accommodation request may be appealed to the Town's Zoning Board of Adjustments.

Effective this the _____ day of _____, _____.

Tamara Smith
Assistant to the Town Manager



TOWN OF TROPHY CLUB
 1 TROPHY WOOD DRIVE
 TROPHY CLUB, TEXAS 76262
 682-237-2900

REASONABLE ACCOMMODATION APPLICATION

NAME OF OPERATOR/ORGANIZATION:		
NATURE OF OPERATOR/ORGANIZATION:		
24-HOUR ON-SITE CARE PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	ON-SITE RESPONSIBLE PARTY:	
LICENSE WITH THE STATE OF TEXAS? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>IF YES, PLEASE PROVIDE A COPY OF STATE LICENSE WITH APPLICATION.</small>	CONTACT NAME:	PHONE NUMBER:
ARE YOU ENROLLED IN ANY OTHER STATE PROGRAMS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, PLEASE LIST:	

TOTAL NUMBER OF EMPLOYEES/CAREGIVERS: _____ TOTAL NUMBER RESIDENT CHILDREN: _____ (UNDER 18)
 TOTAL NUMBER RESIDENT ADULTS: _____ (19-35) _____ (36-55) _____ (56+)

OPERATOR/ORGANIZATION CONTACT INFORMATION:	PROPERTY OWNER INFORMATION:
CONTACT NAME:	CONTACT NAME:
PHONE NUMBER:	PHONE NUMBER:
ADDRESS:	PROPERTY ADDRESS:

ON-SITE EMERGENCY CONTACT: _____ PRIMARY PHONE: _____ PRIMARY EMAIL: _____

PROPERTY DETAILS:

Total square footage of living space _____ Square footage of living room(s) _____ Square footage of dining room(s) _____ Number of restrooms: Full _____ Half _____

Number of sleeping room(s) _____ Square footage of each sleeping room _____ Square footage of kitchen/food preparation area _____

Any security system / alarms at the property? Y N If yes, please list _____

Total linear feet of the street frontage of the property _____ Anticipated Number of vehicles at property _____

Will there be any vehicles at the property that are not passenger vehicles? Y N

If yes, please describe _____

Is there any activity that will generate traffic or parking in greater volumes than normally expected in a residential neighborhood? Y N

If yes, please explain _____

On-site storage (Medicine, Air Tanks, Toxic or Other Hazardous Materials) Y N

If yes, please explain _____

Will the property create any condition that is offensive by reason of odor, noise, smoke, vibration, electrical interference, heat, or other issues in excess of those normally found in a residential area?
 Y N If yes, please explain _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE A SUPPLEMENTARY STATEMENT AS TO WHY YOU ARE SEEKING A REASONABLE ACCOMMODATION FROM THE TOWN'S ZONING AND DEVELOPMENT REGULATIONS.

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Property Address

Inspection Date

Inspector's
Initials

**THIS IS AN OFFICIAL NOTICE OF VIOLATION FOR THE CODE VIOLATIONS INDICATED BY A "FAIL."
THE LANDLORD/HOMEOWNER IS RESPONSIBLE FOR CORRECTING ALL VIOLATIONS WITHIN 10 DAYS OF THE DATE OF THIS FORM.**

EXTERIOR STRUCTURE

	PASS	FAIL
Address numbers visible and not obscured, or illegible (2018 IPMC 304.3)	<input type="checkbox"/>	<input type="checkbox"/>
Door(s) and hardware in good condition (2018 IPMC 304.15)	<input type="checkbox"/>	<input type="checkbox"/>
Door(s) secured tightly by lock(s) (2018 IPMC 304.15)	<input type="checkbox"/>	<input type="checkbox"/>
Roof shingles and/or roof components not damaged or missing (2018 IPMC 304.7)	<input type="checkbox"/>	<input type="checkbox"/>
Window(s) free from leaks or cracks (2018 IPMC 304.13.1)	<input type="checkbox"/>	<input type="checkbox"/>
Window screen(s) present and undamaged (2018 IPMC 304.14)	<input type="checkbox"/>	<input type="checkbox"/>
Window(s) open, close, and latch freely (2018 IPMC 304.13)	<input type="checkbox"/>	<input type="checkbox"/>
No holes in walls (2018 IPMC 304.6)	<input type="checkbox"/>	<input type="checkbox"/>
No loose or rotting materials (2018 IPMC 304.6)	<input type="checkbox"/>	<input type="checkbox"/>
No exposed wood (2018 IPMC 304.6)	<input type="checkbox"/>	<input type="checkbox"/>
No chipped or peeling paint (2018 IPMC 304.6)	<input type="checkbox"/>	<input type="checkbox"/>
Stairs, decks, porches, balconies, and other attached appurtenances in good repair (2018 IPMC 304.1.1(12))	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICAL AND MECHANICAL EQUIPMENT

	PASS	FAIL
Smoke detectors present, operable, and <10 years of age – in each sleep area and adjacent hallway (2018 IRC R314.3 & NFPA 72, 14.4.5.6)	<input type="checkbox"/>	<input type="checkbox"/>
CO detectors present, operable, and <10 years of age on every habitable level (NFPA 72, 17.12.1(2))	<input type="checkbox"/>	<input type="checkbox"/>
CO detectors present, operable, and <10 years of age outside each sleeping area (2018 IRC R315.3)	<input type="checkbox"/>	<input type="checkbox"/>
CO detectors present, operable, and <10 years of age inside sleeping areas with fuel-burning appliances (NFPA 72, 17.12.1(1))	<input type="checkbox"/>	<input type="checkbox"/>

Heating facilities operable – minimum of 65°F in all habitable rooms (2018 IPMC 602.2)	<input type="checkbox"/>	<input type="checkbox"/>
Fixtures and/or cover plates present and undamaged (2017 NEC 406.6)	<input type="checkbox"/>	<input type="checkbox"/>
Outlets and switches operable (2017 NEC 110.7)	<input type="checkbox"/>	<input type="checkbox"/>
Electrical panelboard circuits labeled and undamaged (2018 IPMC E3706.2)	<input type="checkbox"/>	<input type="checkbox"/>
Luminaires in wet or damp locations protected from water contact (2018 IRC E4003.9)	<input type="checkbox"/>	<input type="checkbox"/>
Extension or flexible cords not being used for permanent wiring (2018 IPMC 605.4)	<input type="checkbox"/>	<input type="checkbox"/>

PLUMBING

	PASS	FAIL
Water system connected and supplying all fixtures (2018 IPMC 505.3)	<input type="checkbox"/>	<input type="checkbox"/>
Water heating facilities maintained in good order and capable of providing a minimum 110°F (2018 IPMC 505.4)	<input type="checkbox"/>	<input type="checkbox"/>
Water heating facilities equipped with relief valves (2018 IPC P2804.1)	<input type="checkbox"/>	<input type="checkbox"/>
Fixtures maintained in a safe, sanitary, and functional condition (2018 IPMC 504.1)	<input type="checkbox"/>	<input type="checkbox"/>

INTERIOR STRUCTURE

	PASS	FAIL
Interior rooms and surfaces are sanitary and free of defective conditions (2018 IPMC 305.3 & 308.1)	<input type="checkbox"/>	<input type="checkbox"/>
Stairs and walking surfaces maintained in good repair (2018 IPMC 305.4)	<input type="checkbox"/>	<input type="checkbox"/>
Handrails and guards maintained in good repair (2018 IPMC 305.5)	<input type="checkbox"/>	<input type="checkbox"/>
No pest infestation (2018 IPMC 309.1)	<input type="checkbox"/>	<input type="checkbox"/>

EXTERIOR PROPERTY AREAS

	PASS	FAIL
All exterior areas are clean, safe, and in a sanitary condition (2018 IPMC 302.1)	<input type="checkbox"/>	<input type="checkbox"/>
All sidewalks, walkways, stairs, driveways, and parking spaces maintained free from hazardous conditions (2018 IPMC 302.3)	<input type="checkbox"/>	<input type="checkbox"/>
No evidence of rodent harborage (2018 IPMC 302.5)	<input type="checkbox"/>	<input type="checkbox"/>
Accessory structures, including fences and sheds, maintained in good repair (2018 IPMC 302.7)	<input type="checkbox"/>	<input type="checkbox"/>

Swimming pools, spas, and hot tubs maintained in good repair and properly enclosed – min. 48” barrier (2018 IPMC 303.1)

OTHER CONDITIONS OR NOTES

Additional safety concerns noted

NFPA – National Fire Protection Association

IPMC – International Property Maintenance Code

IPC – International Plumbing Code

IRC – International Residential Code

NEC – National Electric Code

INSPECTION DATE: _____

INSPECTOR’S INITIALS: _____

Inspection Checklist