



Human Service Establishment Information Packet

This packet is intended to provide all of the information required for an individual that wants to open a Human Service Establishment within the City of Colorado Springs. This contents of this packet will include the following:

- When and administrative permit is required;
- Definitions of human service establishments;
- Principal permitted uses and conditional uses in residential and commercial zones;
- Spacing requirements;
- Off-street parking requirements;
- Additional Fire-Code and Regional Building requirements; and
- Information Locations

Human Service Establishment Administrative Permits are required for all Colorado State licensed establishments and for any non-licensed shelter. These include any type of establishment with six (6) or more persons, with the exception of Family Care Homes or Large Family Care Homes which can have less persons, who may be unrelated to each other, not including domestic, supervisory or medical staff on either a permanent or temporary basis. Administrative permits are not required for a home with five (5) or less persons who may be unrelated to each other not including domestic, supervisory or medical staff on either a permanent or temporary basis other than for Family Care Homes and Large Family Care Homes. A Human Service Establishment Administrative Permit along with the criteria for approval of the permit are as follows:

HUMAN SERVICE ESTABLISHMENT ADMINISTRATIVE PERMITS:

Human Service Establishments requiring an Administrative Permit must have a permit approved by the City of Colorado Springs-Land Use Review Unit before operating any type of human service business. If the proposed establishment requires a City Administrative Permit and meets all of the requirements for the permit, a Provisional Permit shall allow occupancy for a maximum of six (6) months. The Provisional Permit becomes an Administrative Permit upon the award of the State License or may be renewed one (1) time for a subsequent period of six (6) months. The applicant is required to provide Land Use Review with a copy of the State License upon award and any subsequent renewals of that license on a yearly basis. If the use of the residential operation as authorized under the Administrative Permit is terminated, or if the operation is otherwise discontinued for a period of twelve (12) months, the Administrative Permit will expire, effective immediately.

The following conditions must be met for an administrative permit to be approved:

- 1) Identification of the type of establishment requested;
- 2) Identification of the type of population being served;
- 3) Identification of the primary payment type (i.e., individual, private non-profit, private for profit, government or other category);

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- 4) 1,000 foot separation from another Human Service Establishment with the exception of assisted living or long term care establishments; and,
- 5) Site Plan review to include proposed building, recreation, landscaping and off-street parking.

HUMAN SERVICE ESTABLISHMENT LIST and DEFINITIONS:

The definition of Human Service Establishments within the City of Colorado Springs parallels the State of Colorado licensing definitions if applicable. The various different types of Human Service Establishments include:

1. Establishments composed of five or less persons (classified as a 'family');
2. Human Service Homes composed of six to eight persons;
3. Human Service Residences composed of six to eight persons;
4. Family Care Home composed of two to four children;
5. Large Family Care Home composed of five children but not more than eleven;
6. Hospice composed of nine or more persons;
7. Residential Child Care Facility composed of five or more children;
8. Family Support Residence composed of six or more persons;
9. Human Service Facility composed of nine or more persons;
10. Drug and Alcohol Treatment Facility;
11. Human Service Shelter; and,
12. Detoxification Center

7.2.302.A.4. HUMAN SERVICE ESTABLISHMENTS: Establishments that provide temporary or permanent lodging, care or treatment to persons who may be unrelated to each other, not including domestic, supervisory or medical staff providing services on the premises and intended to provide the residents an opportunity to live in as normal a residential environment as possible.

The definitions of developmentally disabled, mental illness and elderly are those established by Colorado Revised Statutes section 31-23-303. The definition of physically disabled as a physical handicap as established by 42 USC 3602 section 501. The definition of autism and drug and alcohol treatment as a physical or mental impairment as established by 42 USC sections 3601 through 3619.

a. Human Service Establishment Not Requiring A Colorado Springs Human Service Establishment Permit: A Colorado State licensed establishment composed of three (3) to five (5) persons, not including domestic, supervisory or medical staff which provide services on premises, providing twenty four (24) hour lodging, care and treatment, on either a permanent or temporary basis. The establishment may provide for persons who may have a developmental, physical, emotional or mental disability or impaired capacity for independent living, youth with emotional, behavioral or social problems, elderly or persons who are terminally ill with a life expectancy of less than six (6) months. This type of establishment is classified as a "family" in accord with the definition provided in this chapter and regulated as a single-family home.

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b. *Human Service Home*: A Colorado State licensed establishment composed of six (6) to eight (8) persons, not including domestic, supervisory or medical staff which provides services on premises, providing twenty four (24) hour lodging, care and treatment on either a permanent or temporary basis. A human service home may provide for persons who are developmentally or physically disabled, mentally ill, elderly or terminally ill with a life expectancy of less than six (6) months. A human service home is treated as a "family" and meets the definition of a single-family home.

c. *Human Service Residence*: A Colorado State licensed establishment composed of six (6) to eight (8) persons, not including domestic, supervisory or medical staff, providing services on premises, which provides twenty four (24) hour lodging, care and treatment for persons under the age of eighteen (18) years of age or court appointed up to the age of twenty one (21) years of age with emotional, behavioral or social problems who are determined to be dependent or neglected on either a permanent or temporary basis.

d. *Family Care Home*: A Colorado State licensed establishment composed of a minimum of two (2) to a maximum of four (4) foster children, under the age of eighteen (18) years of age, for regular full time care on a twenty four (24) hour basis in addition to any and all existing family members.

e. *Large Family Care Home*: A Colorado State licensed establishment composed of a minimum of five (5) but not more than eleven (11) foster children, under the age of eighteen (18) years of age, for regular full time care on a twenty four (24) hour basis in addition to any and all existing family members.

f. *Hospice*: A Colorado State licensed establishment composed of nine (9) or more terminally ill persons with a life expectancy of less than six (6) months, not including domestic, supervisory or medical staff, which provides a centrally administered program of palliative, supportive and interdisciplinary team which provides services of physical, psychological, spiritual and sociological care for terminally ill individuals with a continuum of inpatient care available on a twenty four (24) hour basis.

g. *Residential Childcare Facility*: In accord with Colorado Revised Statutes 26-6-102(8), a Colorado State licensed establishment that provides twenty four (24) hour care and treatment for five (5) or more children, up to the age of eighteen (18) years of age or court appointed up to the age of twenty one (21) years of age and operated under private, public, or nonprofit sponsorship. A residential childcare facility may include community based residential childcare facilities, shelter facilities, and therapeutic residential childcare facilities as defined by the State of Colorado and psychiatric residential treatment facilities as defined in Colorado Revised Statutes 25.5-4-103(19.5).

h. *Domestic Violence Safe House*: A residential operation whose primary function is the provision of a confidential residence that provides a safe haven for persons who have been victimized by physical, emotional or mental abuse for purposes of rehabilitation or special care. The safe house may permit housing for both single persons as well as individuals with children.

i. *Family Support Residence*: A residential operation where lodging, meals, and counseling services are provided to six (6) or more persons who are members of families that have other family members that have been diagnosed with a terminal illness or an illness requiring long term hospital care. The primary concern of the facility is to provide support to family members (i.e., Ronald McDonald House).

j. *Human Service Facility*: A Colorado State licensed establishment composed of nine (9) or more persons, not including domestic, supervisory or medical staff, providing twenty four (24) hour lodging, care and treatment on either a permanent or temporary basis. Human service facilities may provide for

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Commercial Zones:

Use Types	OR	OC	PBC	C-5	C-6	PIP-1	PIP-2	M-1	M-2	PF	PK	PCR	APD	TND
Residential use types:														
Human service establishments:														
Domestic violence safe house	P	P	P	P	P			C						P
Family support residence	P	P	C	P	C			C						P
Human service facility:	P	P	C	P	C			C						P
Hospice	P	P	C	P	C			C						P
Residential childcare facility	P	P	C	P	C			C						C
Human service home	P	P	C	P	C			C						P
Human service residence:	P	P	C	P	C			C						P
Family care home	P	P	C	P	C			C						P
Large family care home	C	P	C	P	C			C						C
Human service shelter:	C	P	C	P	C	C	C	C						C
Drug or alcohol treatment facility	C	P	C	P	C	C	C	C						C

SPACING REQUIREMENTS:

Human Service Establishments must meet a 1,000 foot spacing distance requirement with the exception of assisted living or long term care establishments. The separation measurement is made in a straight line without any regard for intervening structures or other objects from property line to property line.

If the proposed Human Service Establishment cannot meet the 1,000 spacing requirement, the proposed establishment is required to apply for a Non-Use Variance before any additional review and approval can proceed. Non-Use Variances are requests for approval for an exception to the City Code regulations and are reviewed administratively.

OFF-STREET PARKING REQUIREMENTS:

Parking spaces designated as off-street parking are required for any type of Human Service Establishment except Human Service Homes and Residences. The minimum required off-street parking spaces are one (1) parking space for every eight (8) beds in an establishment. All of the parking spaces must meet the dimensional parking and maneuvering requirements in the City Code. Parking spaces are required to be located on the same lot as the use and must be paved and striped.

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FIRE CODE REQUIREMENTS:

Fire code requirements are dictated by the International Fire Code and adopted through the City code regulations. All prospective owner/operators of a human service establishment should contact the Fire Prevention Office for the current fire code building requirements for your specific establishment. Some of the building alterations that may apply could include:

- 1) Retrofit of Fire Sprinkler Systems;
- 2) Additional protection by an approved Automatic Fire Sprinkler System;
- 3) Additional protection by an approved manual, automatic or manual and automatic Fire Alarm System;
- 4) Heat detection in accessible attic and crawl spaces;
- 5) Draft stops in attics, mansards, overhangs, and/or false fronts;
- 6) A smoke activated automatic closing fire assembly at smoke barriers;
- 7) Exit and shaft enclosures; and,
- 8) Exit illumination emergency system.

REGIONAL BUILDING CODE REQUIREMENTS:

The Regional Building Department is responsible for all building permits for both residential and commercial sites built within El Paso County. Any proposed Human Service Establishment must meet all of the current International Building Code and Pikes Peak Regional Building Code requirements before a Certificate of Occupancy can be issued. Once a location has been chosen and/or building plans have been completed for the proposed establishment, it is advised that the Regional Building Office be contacted for any of the current or additional building requirements that may be required.

INFORMATION LOCATIONS:

Land Use Review: 30 South Nevada Avenue, Suite 105 - (719) 385-5905

- Office hours: 8:00 AM to 5:00 PM, Monday - Friday.
- Information regarding general questions and applications can be provided at this office.

Fire Prevention Office: 2880 International Circle, Suite 200-7 - (719) 385-5982

- Office hours: 7:30 AM to 4:30 PM, Monday - Friday
- Fire code regulations and information can be requested at this office.

Regional Building Office: 2880 International Circle, 1st floor - (719) 327-2880

- Office hours: 7:30 AM to 4:30 PM, Monday – Friday
- Building code regulations and information can be requested at this office.