

## Application Procedure for Relocation of Facility

Prior to the actual effective date of the facility relocation, as soon as it is learned and no less than 60 days prior to the relocation, the licensee is to inform the local regional office of the planned relocation. The licensee must comply with all regulatory and statutory requirements to notify clients, residents and other responsible persons of the planned move. A modified application must be submitted to the Centralized Application Unit with the appropriate 50% of the application fee. This application must be approved prior to the effective date of the relocation.

The licensee is to advise the Centralized Application Unit of any urgency, such as the eviction date or lease expiration date. For Adult Residential Facilities, overconcentration policy per HSC 1520.5 must be followed and requires CDSS to notify the local agency of a proposed facility at least 45 days in advance. Unless there is an indicated change to any part of the applicant entity, program, corporation or plan of operation, those documents will not be required to be submitted with the new application. When the relocation of the facility remains in the same geographical area reporting to the same regional office, at minimum the following application documents are required to be submitted:

- Application ([LIC200](#))\*
- Control of Property (lease or grant deed)
- Facility Sketch ([LIC999](#))
- Local Fire Inspection Authority Information ([LIC9054](#))
- Proof of Liability Insurance (RCFE)
- Surety Bond ([LIC402](#))
- Emergency Disaster Plan ([LIC610D](#) - ARF, ARFPSHN, SRF, ADP, RCFCI & [LIC610E](#) – RCFE)
- Admission Agreement

\* RCFEs to provide disclosure information per HSC 1569.15