



City of Fullerton Community Development Department

Application for Emergency Shelter for Homeless (Religious Institution) Permit

At least 30 calendar days prior to commencing operation of an Emergency Shelter for Homeless (Religious Institution), a religious institution shall provide the following information to the Community Development Director:

Name of Religious Institution: _____

Property Address: _____

Contact Person: _____

Name

Title

Email

Telephone

If filled out by someone other than property owner, owner's signature shall be considered authorization for applicant to act as representative.

Signature of Property Owner or Authorized Representative

Please provide the following information:

1. Operations and Security Plan which includes:
 - a) A schedule indicating the days and hours the shelter will be open
 - b) Duration of shelter operation (note that unless the facility complies with the California Building Code requirements for residential occupancy, the shelter may operate for a maximum of 180 days)
 - c) A description of the proposed Coordinated Entry Process, including intake and assessment services prior to admittance to the shelter
 - d) A list of any support services offered as part of the shelter operation
 - e) Security procedures including the number of security personnel
 - f) Shelter management and onsite supervision
2. Site plan for the property, including the location of the emergency shelter
3. Floor plan of the space to be utilized for sheltering and required restrooms
4. If a modular or prefabricated building is to be utilized, its placement shall comply with the setback standards of the zone in which it is located and shall not affect required parking spaces for the religious institution. In addition, please provide the following information:
 - a) Exterior appearance of the modular structure (Elevations)
 - b) Distance of the structure from property lines
 - c) Provisions for sanitation
 - d) Utility connections (water, electrical, sewer)

Approvals: Building _____ Planning _____ Police _____ Fire _____