



TOWN OF HILLIARD
APPLICATION – CERTIFIED RECOVERY RESIDENCE
15859 W CR 108 Hilliard, FL 32046
Phone: 904-675-6171 | buildingpermits@townofhilliard.com

For Staff Only

File #: _____

Application Fee: \$ _____

Payment Processed By: _____

Applicant Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____
Street City State Zip Code

Property Address: _____
Street City State Zip Code

Parcel ID or Tax ID Number: _____

Zoning Classification: _____

Legal Description of Property: _____

Authorized Representative Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____
Street City State Zip Code

Emergency Contact Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____
Street City State Zip Code

Role at Residence: _____

Recovery Residence Level

- ☐ Level I
- ☐ Level II
- ☐ Level III
- ☐ Level IV

Maximum Occupancy Information

Maximum Number of Residence: _____

Number of Employees/Administrators: _____

Will Staff Reside on-site? ☐ Yes ☐ No

Parking Information

Number of Existing Parking Spaces: _____

Number of ADA Spaces (if applicable): _____



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Proposed Use

- ☐ New Recovery Residence
- ☐ Existing Residence Seeking Certification Approval
- ☐ Change of Operator
- ☐ Expansion of Existing Recovery Residence

Required Documentation

- ☐ Survey
- ☐ Certification Letter
- ☐ Administrator Certification
- ☐ Letter of Intent
- ☐ Floor Plan
- ☐ Parking Plan
- ☐ Fire/Life Safety Information

A recovery residence certified pursuant to Florida Statute 397.487 by a credentialing entity approved by the Florida Department of Children and Families (DCF).

I understand that certification must remain active and that expiration, suspension, or revocation of certification may invalidate approval by the Town. Approval of this application does not waive compliance with all applicable Town of Hilliard Land Development Regulations, Florida Building Code, Fire Code, or Florida Statutes. Applicants may request reasonable accommodation pursuant to the Fair Housing Act and applicable law. Approval shall remain valid only while the recovery residence maintains active certification and compliance with applicable regulations.

Applicant Printed

Applicant Signature

Date