

***Application for Renovation/Expansion of Facility-Part II
(Expansion/Renovation Approval Request)***

Date Submitted: _____

COMAR Title 32.02.01.15, fully states requirements for information to be submitted when applying for a renovation of a facility. COMAR Title 32.02.01.17, fully states requirements for information to be submitted when applying for an expansion of a facility.

A provider that intends to undertake a(n) renovation/expansion of its facility shall file a Statement of Intent with the Department at least 30 days before submission of a(n) Renovation/Expansion Approval Request. If the Renovation/Expansion Approval Request is not filed by the provider within 60 days after the Statement of Intent is filed, a new Statement of Intent shall be filed with the Department at least 30 days before submission of the financial plan. Email your application to the Department’s intake email address: ccrchousingservices.mdoa@maryland.gov.

	Name of Provider:	
	Name of Facility:	
	County:	
	Chief Exec. Officer of the Facility:	
	Street Address (mailing):	
	City/State/Zip Code:	
	Telephone Number:	Email Address:

The following should be marked as indicated and attached to this application:

- Exhibit A A statement of the purpose and need for the expansion/renovation.
- Exhibit B For expansions a demonstration that a market exists for any proposed additional independent living or assisted living units, which meets the requirement of COMAR 32.02.01.17C.

- Exhibit C A financial plan prepared by an authority recognized by the Department, demonstrating that the expansion/renovation will not have an unreasonably adverse effect on the financial ability of the provider to furnish continuing care in accordance with the provider’s agreements, and meets the requirements of COMAR 32.02.01.17D (for expansions) or COMAR 32.02.01.15C (for renovations).

- Exhibit D For expansions, a filing fee of \$50 per additional unit shall accompany the expansion approval request. The Department may charge an additional fee, not to exceed the original fee, for resubmission of a financial plan to the Department. See COMAR 32.02.01.17E(2).

- Other Exhibits Addenda: Additional pertinent information may be labeled as Addendum 1, 2, . . . and attached to this application.

A provider may not begin construction of a renovation or an expansion until the provider has received written approval of the Expansion/Renovation Approval Request from the Department for the proposed renovation. See COMAR 32.02.01.16B and COMAR 32.02.01.18B.

The undersigned attests that the information submitted herein is true and accurate.

Applicant Statement:

(Signature)

(Title)