



USE PERMIT APPLICATION FOR A LARGE FAMILY DAY CARE

Planning Division

(7 TO 14 CHILDREN)

Effective: September 23, 2008

What is a Large Family Daycare?

A "large family day care" is defined by the State as a home which regularly provides care, protection, and supervision of 7-14 children providing two of those children are school age (including provider's own children less than 10 years of age). This care is for periods of less than 24 hours per day, while the parents or guardians are away. No more than three infants may be cared for when more than 12 children are present and two of the 14 children must be six years of age or older. A day care of up to 8 children may be considered a "small family day care", and therefore remain exempt from the Conditional Use Permit requirement, if the day care meets specific State criteria.

Overview of City Process (Approximate 4-week processing time)

The City of Brentwood has adopted procedures (Section 17.110.002.F of the Brentwood Municipal Code) for the review of large family day care facilities based on the requirements of State law. Large family day care conditional use permits are an administrative procedure subject to the Zoning Administrator's approval. Under this process, notice of the proposal and hearing date is sent to all property owners within three hundred feet of the subject property. A public hearing with the Zoning Administrator (ZA) is held and the applicant should attend. The ZA decision is not effective until 10 days after the hearing during which time it may be appealed to the Planning Commission. Each large family day care home is evaluated on an individual basis. The City requires a large family day care provider to operate the facility in compliance with all zoning standards relating to traffic control, parking, noise control, and fire code requirements, in addition to meeting all State requirements.

Information Required for a Complete Application Submittal

- Application + Fee
- Property Owner Signature
- Site Plan
- Floor Plan
- Written Narrative
- Copy of State Social Service Department's certificate and Fire District Approval

A total of **ten (10)** copies of the following exhibits are required to accompany the application materials. The more complete the application is, the more promptly it can be processed. A planner can assist you with some items (i.e. zoning district).

A **site plan** or other exhibit that clearly shows in a graphic manner what is intended is required. The site plan should be drawn accurately and to scale. The Planning Division can advise you on how to prepare such an exhibit. It is important to show the dimensions of the property, the existing structure(s), the existing and proposed parking spaces, which areas of the site the children will have access to (indoor and outdoor play areas and play structures), type of property line fencing, any proposed new construction, drop-off and pick-up areas and any other aspects of the site that are relevant to the application.

A **floor plan**, drawn to scale, showing the areas that will be accessible to children is required. This exhibit should clearly show all building dimensions, all interior walls, doors, windows, etc. and a description of each room/space.

A **written narrative** is also required to accompany the application. You should clearly describe all relevant details of the proposed use (days and hours of operation, number of children, number of employees, times the children will be outside versus inside, ages of the children, a detailed schedule listing the times children will be dropped off and picked up, where parking will be located, where employees will park, etc).

A copy of the **State Social Service Department's Certificate and Fire District Approvals**.



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THE APPLICATION PROCESS

Please allow approximately 4 weeks to complete the approval process.

Step 1- Submit a Complete Application to the Planning Division

The applicant desiring to operate a Large Family Daycare is required to submit a complete application including all of the information required for a complete application submittal shown on this handout. Supplemental information may be required upon review of the submitted application if deemed necessary by the City based on the proposed daycare operation. The application should be submitted to the City's Planning Division at 118 Oak Street, between the hours of 8:00 AM to 5:00 PM, Monday through Friday. A planner will be available to review your application submittal for completeness or answer any questions about the process during these hours.

Step 2 – Staff Analysis

When your application is submitted, a planner will be assigned to the case to review your application. It will be checked for conformity to the large family day care standards and any potential effects on neighboring properties. The staff planner will contact you to report the status of the project and to obtain information as necessary. Changes or modifications to your project may be suggested or recommended. A notice of the proposal will be mailed to all property owners within 300 feet of the property where the large family daycare is proposed to be located notifying them of a hearing on the application. The project planner will work with the applicant to arrange a hearing time when the applicant is available to attend. Neighbors are then invited to review and comment on the application in the Community Development Department. The City encourages resolution of outstanding issues to be done informally by neighbors.

Step 3 – Zoning Administrator Hearing

A Zoning Administrator hearing is held and the applicant should plan to be in attendance. Neighbors and members of the general public may also attend to give public comments on the proposal. The applicant will have an opportunity to answer questions and provide public comments. The Zoning Administrator will then make a decision concerning your application based on staff information and testimony given at the hearing. A decision will be made subject to conditions of approval. This decision will become effective ten days from the date of the hearing.

Step 4 – Appeal Process

The decision of the Zoning Administrator shall become effective ten days after the date of the decision. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting a written request and an appeal fee to the City Clerk during the 10 day appeal period. An appeal will be scheduled for the first available Planning Commission meeting for which public notice can be given. The decision of the Planning Commission may be appealed to the City Council within 10 days of the Commission's action. The decision of the City Council shall be final.