



# Conditional Use - Residential Child Care

Fee: \$125.00

## Application & Checklist

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information provided.**

Property Information	Address	<input type="text"/>	Project Name	<input type="text"/>
	Parcel No.	<input type="text"/>	Atlas Pg.	<input type="text"/>
	Acreage	<input type="text"/>	Select One:	<input type="checkbox"/> Small (4 children or less)
	Existing Use	<input type="text"/>		<input type="checkbox"/> Large (5-8 children)
	Zoning	<input type="text"/>	Structural Changes?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Is a child care use allowed under the subdivision's protective covenants?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Small residential child care.** No more than four (4) children at any given time including the number of children under the age of 10 that reside in the home. (Staff Approval)

**Large residential child care.** No more than ten (10) children at any given time including the number of children under the age of 10 that reside in the home. (Planning Commission Approval)

Owner	Name	<input type="text"/>	Phone	<input type="text"/>
	Address	<input type="text"/>	Fax	<input type="text"/>
	City, State, Zip	<input type="text"/>	E-mail	<input type="text"/>
Applicant	Name	<input type="text"/>	Phone	<input type="text"/>
	Address	<input type="text"/>	Fax	<input type="text"/>
	City, State, Zip	<input type="text"/>	E-mail	<input type="text"/>

**Applicant/Representative:** I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner/Authorized Agent:** I certify under penalty of perjury that I am the owner of the property that is the subject to this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use Only	Date Application Submitted	HTE Project No.	PC Meeting Date
	Date Accepted as Complete	Atlas page	Zone

**Checklist Unless stated otherwise, all items listed below must be submitted with application.**

Small and large residential child cares can only be located within residential zoning districts and must be issued a Conditional Use Permit by either the Planning staff (small residential child cares) or the Planning Commission (large residential child cares). A Certificate of Home Occupation Compliance must also be signed, notarized, and submitted to the Planning Department before the Conditional Use permit will be approved and issued.

Conditional Use Permits and a Certificate of Home Occupation Compliance are required in order to operate a small or large residential child care due to the potential conflicting nature of a commercial use, such as a child care, may create within a residential neighborhood. For this reason, it requires a careful review of its locations, design, configuration, and spatial impact to determine the desirability of allowing it on a particular site.

All residential child care facilities must comply with the provisions set forth in the Zoning Regulations.

**Small Residential Child Care - 4 children or less (Staff Approval)**

- Complete application form.       Payment of application fee - \$125.00       Copy of warranty deed.
- Written description of proposed residential child care including number of children per day, hours of operation, proposed signage, areas to be utilized indoor and outdoor, any structural changes which are planned, any additional parking requirements, and any outdoor lighting changes that are planned.
- Home Occupation Compliance form notarized and filed with the Planning Department.
- Plat plan of your property showing the total square footage of your lot and usable outdoor play space
- Floor plan showing the square footage of each room in your residence.
- If the dwelling is leased or rented, provide written consent of the property owner.

**Large Residential Child Care - 5 to 8 children (Planning Commission Approval)**

A large residential child care application must provide all of the information required for a small residential child care above and the additional following item:

- Verification of a Fire Department inspection.

**Please note: Depending on the nature and proposed use of the Conditional Use permit, additional information may include, but is not limited to: a site plan drawn to scale, which must show existing structures, proposed structures and the distance from the property lines. Photographs or an architect's drawing renderings and the location of any temporary structures may also need to be represented on the site plan as deemed necessary by the Planning Department staff and / or the Planning Commission.**