



LARGE FAMILY DAYCARE APPLICATION FORM

STAFF USE ONLY	
Case #:	_____
Submittal Date:	_____ By: _____
Assigned Planner:	_____
Project Account:	_____

APPLICATION INFORMATION

Applicant Name	
Applicant Address	
Phone No	Contact Name
Applicant's Interest in Property <input type="checkbox"/> Own <input type="checkbox"/> Rent	If applicant is not owner, owner's authorization is required to process request (See signature below).

DAY CARE/LOCATION INFORMATION

Location/Street Address		
Assessor's Parcel No.	Parcel Size	Redevelopment Area (If applicable)
General Plan Designation	Current Zone Designation	Planned Community (If applicable)
Existing Use of Property		
Hours of Day Care Operation	Number of Children under licensee's care	
Ages of Children to be care for		

A SITE PLAN MUST BE SUBMITTED WITH THIS PERMIT APPLICATION. SITE PLAN MUST SHOW THE LAYOUT OF THE HOUSE, YARD AND DROP-OFF AND PICK-UP AREAS.

 Print Applicants Name

 Applicants Signature

 Date

 Print Owners Name

 Applicants Signature*
 (Required if Applicant is not the owner)

 Date

*Letter of owner consent may be used in lieu of signature



LARGE FAMILY DAYCARE PERMIT GUIDE

Residents wishing to operate a Large Family Home Daycare, for between 9 and 14 children, within the City of Chula Vista are required to obtain the following permits and licenses from the City of Chula Vista. These permits are separate from and in addition to any requirements that the State and/or County may have.

Fire Safety Inspection, Chula Vista Fire Department
Business License, Chula Vista Finance Department
Large Family Daycare Permit, Chula Vista Development Services Department

All approvals must be obtained before the start of business and all may be processed concurrently with the Family Child Care License from the State Community Care Licensing Division. (SAN DIEGO DISTRICT-RESIDENTIAL 8745 Aero Drive, Suite 200, San Diego, CA 92123 (858) 467-2367)

Fire Inspection

The Fire Department will conduct an inspection to ensure you have the required fire safety measures, including exits, extinguishers and smoke detectors. Contact the Fire Department at (619) 691-5055 for their requirements and to schedule an inspection.

Business License

All businesses within the City of Chula Vista are required to obtain a business license. To apply for a business license, submit a completed Business License Application at the Business License counter.

Large Family Daycare Permit

The City of Chula Vista requires this permit for all homes providing care for 9 to 14 children. An Application Form, Site Plan of the house and property, and Filing Fee are required as listed below. The review is conducted by the Planning Division and is subject to Section 19.58.147 of the City's Municipal Code as listed below:

General Requirements

A large family daycare home shall be allowed in the R-E and R-1 zones, and within the PC designated RE and RS zones, upon the issuance of a large family daycare permit by the Zoning Administrator and in compliance with the following standards:

1. Notice shall be given to properties within 500 feet of the proposed large family daycare home at least ten days prior to consideration for the permit.
2. The permit shall be considered without public hearing unless the applicant or other affected party requests a hearing in writing by the hearing deadline date. The applicant or other affected party may appeal the Zoning Administrator's decision to the City Council.
3. The large family daycare function shall be incidental to the residential use of the property.
4. A large family daycare home shall not locate within:
 - a. 300 feet of another such facility with said measurement being defined as the shortest distance between the property lines of any such facilities; and
 - b. 1200 feet of another such facility along the same street with said measurements being defined as the shortest distance between front property lines, as measured along the same street, of any such facilities



LARGE FAMILY DAYCARE PERMIT GUIDE

5. The owner must provide a double-wide driveway which shall be paved to meet City Standards and be a minimum of 16 feet wide and 19 feet in depth as measured from the edge of sidewalk to any vertical obstruction. The driveway shall be available during all hours of operation for the loading and unloading of children. If a garage exists on-site, it must be utilized for parking of personal vehicle(s). In the event that less than a two-car garage exists on-site, the owner must designate an area on-site other than on the driveway so that a total of two personal vehicles can be parked on-site, including the garage.
6. If in the opinion of the Zoning Administrator there is a potential for significant traffic problems, the Zoning Administrator shall request review of the application by the city traffic engineer. The city traffic engineer may impose accessory requirements of the daycare permit in these instances to insure maintenance of traffic safety levels within the vicinity of the home
7. Adequate outdoor play space shall be required and determined on a case by case basis. Outdoor play activity shall not be allowed in the front or exterior side yard of the home.
8. Play areas shall be designed and located to reduce the impact of noise on surrounding properties.
9. A business license will be obtained concurrently with the use permit.
10. At the City's discretion, an annual review of the permit may be done to determine compliance with State and City requirements and the permit's conditions of approval.

Application Requirements

- ✓ Large Family Home Day Care Permit Application Form - (2) paper copies
- ✓ Site Plan and Floor Plans - (2) paper copies
- ✓ Site Photographs showing the loading and unloading area, parking and outdoor play area - One (1) set
- ✓ (1) USB card with the Application, Site Plan/Floor Plan and Site Photographs.
- ✓ Filing Fee of \$1,250

Process

The Zoning Administrator reviews large Family Daycare Permits. The process includes, but is not limited to, review for adequate parking, drop-off and pick-up areas, play space and to ensure the location meets the minimum distance requirement from any existing large family daycare homes. A notice is mailed to all property owners within 500 feet of the proposed location indicating that the City has received a permit application. Typically, unless an interested party or the applicant requests a public hearing in writing, the review process takes approximately 6-8 weeks. If a public hearing is requested, then a meeting with the Zoning Administrator is scheduled where public testimony from all interested parties is heard. The Zoning Administrator will make a decision within 5 business days of the hearing. The decision is final unless appealed to the City Council.

LARGE FAMILY DAYCARE SITE PLAN CONTENTS

A site plan of the property, residence and adjacent residences and/or structures is required as part of the application.

The site plan must include:

1. Project Location
2. Assessor's Parcel Number (available from the Planning Department)
3. Name of Person or Firm who prepared plans and date of preparation
4. Boundaries of subject property, with dimensions
5. Existing and proposed buildings and structures on property, with dimensions
6. Existing structures on adjacent lots within 30 feet of the property line
7. Fully dimension the play area and identify all play equipment
8. Identify all existing or proposed slopes on the property
9. Identify existing and proposed walls, fences, etc, indicating height and materials
10. Identify driveway, curb and sidewalk location and show dimensions
11. Identify street name and width
12. Identify loading and unloading area and show dimensions
13. Location of all existing trees or manmade features ie, swimming pools, spas, which are to remain or to be removed
14. Scale no less than 1"=30'
15. North arrow

EXAMPLE OF RESIDENTIAL PLOT PLAN

