

USE PERMIT – Large Family Child Care Home

HOW TO APPLY FOR A USE PERMIT FOR:

A Large Family Child Care Home (defined as: A home that provides family child care for seven (7) to twelve (12) children, inclusive, including children under the age of ten (10) years who reside at the home, and a home that provides care for more than twelve (12) children and up to fourteen (14) children subject to the requirements of Section 1597.465 of the State Health and Safety Code, as the same now exists or as hereafter amended.)

PROCESS FOR A USE PERMIT

In accordance to Article 39 of the Zoning Ordinance, all Large Family Child Care Homes shall require a Use Permit. In processing the Use Permit, the Zoning Administrator or designee shall do all of the following:

1. Provide notice of the proposed use to adjoining property owners within a one hundred (100) foot radius of the exterior boundaries of the Large Family Child Care Home subject property.
2. Notice shall be given not less than ten (10) calendar days prior to the date on which the decision will be made on the application.
3. Hold a public hearing on the subject application only if requested by the applicant or other affected party.

CONDITIONS OF APPROVAL

If the Use Permit is approved, the Zoning Administrator or designee shall allow the Large Family Child Care Home upon compliance with the following conditions and standards:

1. The child care provider shall possess a current and valid Large Family Child Care Home license from the State of California, Department of Social Services. The City's Use Permit shall not become effective until such time as the State license is obtained. If said license is suspended or revoked by the State for any reason, the City's Use Permit for a Large Family Child Care Home shall immediately be suspended or revoked to the same extent.
2. The child care home is the residence of the provider and the use is clearly incidental and secondary to the use of the property for residential purposes.
3. Residences located on major arterial or collector streets must provide a drop-off/pick-up area. The residential driveway may be used as the drop off/pick-up area.
4. The Large Family Child Care Home operation shall not result in cars blocking neighbors' driveways.
5. Provisions have been made to provide, at a minimum, one (1) off-street parking space per employee of driving age not living at the residence. The residential driveway approach is acceptable if the parking space will not conflict with any required child drop-off/pick-up area and does not block the public sidewalk or right-of-way.
6. The child care provider shall comply with all applicable regulations of the State Fire Marshall regarding health and safety requirements.
7. Any permanently installed playground apparatus (swings, jungle gym, etc.) shall conform to setback requirements for accessory structures in that particular residential zoning district.
8. Outdoor play time shall be limited to the hours from 9:00 a.m. to 7:00 p.m.
9. The Large Family Child Care provider shall pay a Business Tax Fee as required by the City of Redwood City.
10. In making a decision on the project, the Zoning Administrator or designee may consider and specify other reasonable conditions that relate to parking, traffic, noise, and spacing and concentrations of Large Family Child Care Homes.

The applicant or other affected person may appeal the decision of the Zoning Administrator to the City Council within seven (7) days from the date of the decision in accordance with Article 48 of the Zoning Ordinance.

HOW DO I APPLY FOR A USE PERMIT?

1. Project Consideration

When you submit your application to Planning Services along with the required materials, it is first reviewed to make sure your application is complete (please see section entitled 'Application Requirements'). **Incomplete applications will not be accepted.**

2. Plan Review Committee

Upon receiving a complete application, it may be reviewed by the Plan Review Committee (PRC). This committee meets weekly and is made up of representatives of different departments including Engineering, Traffic Engineering, Police, Fire, Building and Planning Services. This allows staff to review your request and identify any potential problems and provide useful information that may save time and expensive revisions later in the process. At this point, changes or modifications will likely be recommended. In some cases, it may be necessary to make changes to the physical design and/or layout of the proposal before the Use Permit can continue to be reviewed.

3. Public Hearing

If a public hearing is requested by the applicant or affected party, one will be scheduled after your project has been evaluated by the Plan Review Committee and that all comments and/or questions regarding your application have been answered. Zoning Administrator public hearings are held every Wednesday, between 9:00 a.m. and 10:30 a.m. The City will send out a public hearing notice by mail to all property owners located within 100 feet of the site. The public hearing notice will be sent at least 10 days in advance of the public hearing date. At the public hearing, you (or your agent) are requested to present and describe your Use Permit application. Adjacent property owners as well as other interested parties may also be present to voice their concern. At the end of the hearing your Use Permit is *approved with conditions*, *denied*, or *continued* to another meeting for further review. The decision can be appealed to the City Council within seven days of the date of the written decision.

APPLICATION REQUIREMENTS

1. **Seven sets of the Site Plan** drawn to scale and completely dimensioned. The Site Plan shall show existing and proposed playground equipment, off-street parking, pick-up and drop-off area, driveways, curb cuts, location and size of existing trees, setbacks, fencing, and property lines.
2. **Pictures** showing all four sides of the subject property and any other pertinent areas of the property.
3. **Description of proposed use** including hours of operation, number of employees, pick-up and drop-off area, employee parking area and other relevant and operational information. *In some instances where more or less detailed information is needed, the Planning staff shall use their discretion to determine what items will be required with the application.*
4. **Signed application by the property owner or authorized agent.** Proof of ownership must be submitted such as a title report or copy of a tax bill.
5. **Fee of \$400.00.** If a public hearing is requested then a full Use Permit fee of \$2,630 shall be assessed.

HOW LONG DOES THIS TAKE?

The length of time involved in processing a Use Permit for a Large Family Child Care Home may vary. A project may be processed in as little as four weeks. However, in most cases it may be necessary to make changes to your initial application after the PRC has reviewed your application, or should additional concerns come up during the first public hearing, your Use Permit application may continued to another public hearing date. **The normal processing time for a Use Permit is between 4-6 weeks.**

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