

LARGE FAMILY DAY CARE PERMIT

A Large Family Day Care Permit is required for operation of an in-home day care center in zoning districts other than single-family residential districts (a CUP is required for a large family day care use in a single-family residential zoning district). When granted, the Large Family Day Care Permit authorizes the care of nine to fourteen children, including children under the age of ten years who reside at the home. Please refer to Section 17.76.070 of the Rancho Palos Verdes Development Code for additional information.

The City's two main concerns in processing an application for a Large Family Day Care Permit is: 1) to ensure that the proposed use conforms with all State and local requirements; and 2) that the use will not significantly adversely impact the neighborhood and surrounding properties. Some of the items Staff will be checking are as follows:

- That all necessary permits have been obtained from the State Department of Social Services.
- That a City Business License has been applied for.
- That proof of compliance with State Fire Marshal standards has been provided.
- The home is not located within one thousand (1,000) feet of any other large family day care home.
- One on-site parking space is provided for each permanent employee.
- An on-site loading/unloading area is provided.

>Important<

- **If you are unsure of any of the City's requirements in these areas, it is suggested that you contact one of our planners before you go to the expense of having plans drawn. Preliminary discussions with the Planning staff may reveal potential conflicts with the Development Code, or that different application forms are required.**
- **When you are ready to file your application, make certain the entire form is completed and that you have all the required materials, OTHERWISE THE APPLICATION CANNOT BE ACCEPTED FOR FILING.**
- **Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.**

In order to process your application without unnecessary delay, these are the materials you must submit:

- **The attached application, completed and signed by the landowner.**
- **Copies of permits from the State Department of Social Services.**
- **A City Business License application and Home Occupation Permit application.**
- **Written proof of compliance with State Fire Marshal standards.**
- **Two (2) copies of a site plan (minimum scale: 1/4" = 1 foot) indicating:**

1. Accurate lot dimensions, all property lines, and all easements on the lot.
2. The location of all structures on the property, and dimensions from the structures to the adjacent property lines.
3. The adjacent street right-of-way and the access driveway to the lot.
4. The location and dimensions of all parking and loading areas on the property.

All plans must be assembled in complete sets and folded no larger than 9 1/2" X 14". If so desired by the applicant, only one copy of the site plan, elevation drawing and floor plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (12 copies) will be requested from the applicant. Twelve (12) reduced copies (no larger than 11" X 17") of all regular sized plans must also be submitted.

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- **Filing fee: \$1,438.00 + \$4.00 Data Processing Fee = \$1,442.00**
In addition to the above Filing Fee, the following fee may be assessed if applicable:
\$18.00 Historic Data Entry Fee (one time fee per property).

LARGE FAMILY DAY CARE APPLICATION NO. _____

APPLICANT/CONTRACTOR:

LANDOWNER:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Project Location: _____

Project Description: _____

GENERAL INFORMATION

- _____ 1. Total number of children residing in the home.
- _____ 2. Total number of children for whom day care service is provided (excluding children residing in the home).
- _____ 3. Total number of employees (including landowner and any other persons residing in the home).
- _____ 4. Total number of on-site parking spaces available (may include garage parking.)
- _____ 5. Have all necessary permits from the State Department of Social Services been obtained?
If yes, please attach copies of State permit(s).
- _____ 6. Has the State Fire Marshal inspected the property and issued a notice of compliance? If yes, please
attach written copies of notice of compliance.
- _____ 7. Is a City Business License application and Home Occupation Permit application attached? If yes, please

HAZARDOUS WASTE & SUBSTANCE STATEMENT (REQUIRED FOR ALL PROJECTS)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists compiled and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California, which identifies the following site in Rancho Palos Verdes (as of 8/22/2012):

30940 Hawthorne Blvd	City Hall / Civic Center	Envirostor ID 19970023
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I have consulted the most current lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

Property Owner Signature: _____

PROPERTY OWNER'S CERTIFICATION

I hereby certify, under penalty of perjury, that the information and materials submitted with this application are true and correct.

Landowner Signature _____ Date _____

CITY OF RANCHO PALOS VERDES INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

PROPERTY OWNERS MAILING LIST

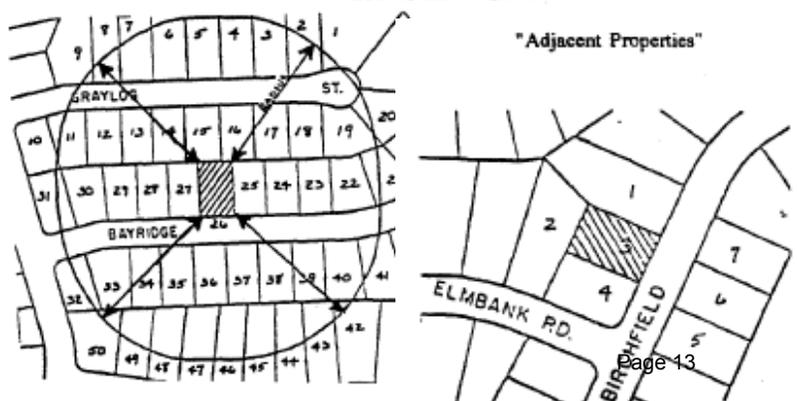
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

SAMPLE MAILING LABELS

Assigned Lot I.D. Number
Property Owner Name
Address
City, State, Zip Code

1 Harold Jackson 773 Graylog RPV, CA 90275	2 Malcolm Hill 4117 Greenwood Meadow Torrance, CA 90503
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SAMPLE VICINITY MAPS





City of RANCHO PALOS VERDES

Community Development Department

CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) _____

Applicant Name _____

Subject Property Address _____

Notice Radius Required _____

Number of property owners to be notified _____

I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within _____ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.

Property Owner (Applicant) Signature

Date

Name (Please Print)

who may prepare radius maps and mailing lists

G.C. Mapping
711 Mission St., Suite D
So. Pasadena, CA 91030
(626) 441-1080
Attn: Gilbert Castro

Srour & Associates, LLC
1001 Sixth Street, Suite 110
Manhattan Beach, CA 90266
(310) 372-8433
Attn: Elizabeth Srour

JPL Zoning Services, Inc.
6263 Van Nuys Blvd.
Van Nuys, CA 91401-2711
(818) 781-0016
(818) 781-0929 (FAX)
Attn: Maria Falasca

Susan W. Case
917 Glenneyre St., Ste. 7
Laguna Beach, CA 92651
(949) 494-6105
(949) 494-7418

Kimberly Wendell
P.O. Box 264
Los Alamitos, CA 90720
(562) 431-9634
(562) 431-9634 (FAX)

T-Square Mapping Service
969 So. Raymond Ave., Floor 2
Pasadena, CA 91105
(626) 403-1803
(626) 403-2972 (FAX)
Attn: Darla Hammond

Nieves & Associates
115 So. Juanita Ave.
Redondo Beach, CA 90277
(310) 543-3090

Robert Vargo
5147 W. Rosecrans
Hawthorne, CA 90250
(310) 973-4619

NotificationMaps.com
23412 Moulton Parkway, Ste. 140
Laguna Hills, CA 92653
(866) 752-6266
www.notificationmaps.com
Attn: Martin Parker

City Radius Maps
300 E. Bonita #3641
San Dimas, CA 91773
(818) 850-3382
Attn: Robert Simpson

CITY OF RANCHO PALOS VERDES

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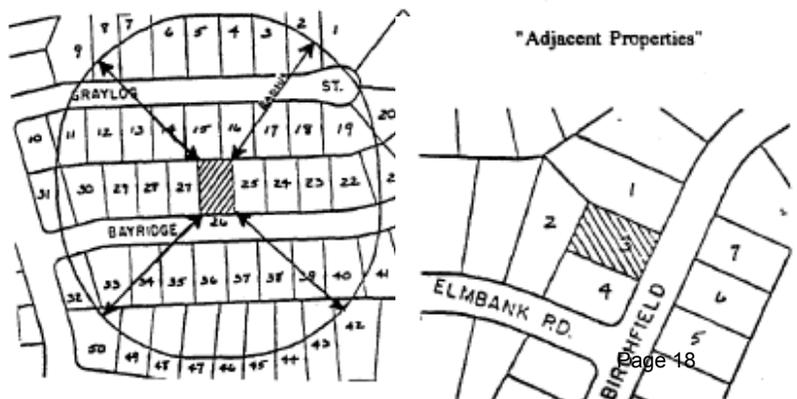
SAMPLE MAILING LABELS

Assigned Lot I.D. Number
Property Owner Name
Address
City, State, Zip Code

1
Harold Jackson
773 Graylog
RPV, CA 90275

2
Malcolm Hill
4117 Greenwood Meadow
Torrance, CA 90503

SAMPLE VICINITY MAPS





City of RANCHO PALOS VERDES

Department of Planning, Building & Code Enforcement

CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) _____

Applicant Name _____

Subject Property Address _____

Notice Radius Required _____

Number of property owners to be notified _____

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Property Owner (Applicant) Signature

Date

Name (Please Print)