



Department of Planning, Building & Code Enforcement

## **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<sup>1</sup>**

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<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.



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**LARGE FAMILY DAY CARE APPLICATION NO. \_\_\_\_\_**

**APPLICANT/CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

**LANDOWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**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 (yes/no) 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 (yes/no) compliance? If yes, please attach written copies of notice of compliance.
7. Is a City Business License application and Home Occupation Permit (yes/no) application attached? Please obtain copies of these applications from the cashier located in the City Hall Administration Building.

**I HEREBY CERTIFY, under penalty of perjury, that the information and materials submitted with this application are true and correct.**

and

Signature of Applicant

Signature of Landowner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_