

**Planning & Zoning Department**

**SPECIAL USE PERMIT APPLICATION  
DAY CARE (CHILD CARE HOMES)**

- Registered Child Care Homes                       Licensed Child Care Homes  
 Registered Child Care Homes (Renewal)                       Licensed Child Care Homes (Renewal)

**I. APPLICANT INFORMATION (PLEASE PRINT)                      Date: \_\_\_\_\_**

Applicant's Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

IF DIFFERENT THAN OWNER, ATTACH LETTER OF AUTHORIZATION FROM OWNER

Property Owner's Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**II. PROPERTY INFORMATION (PLEASE PRINT)**

Property Address/Location: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Zoning: \_\_\_\_\_

PROPOSED DAYS & HOURS OF OPERATION	No. OF VEHICLES OWNED BY RESIDENTS	No. OF PARKING SPACES AVAILABLE
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**III. ATTEST**

AS OWNER/AGENTS FOR THE ABOVE DESCRIBED PROPERTY, I/WE, HEREBY REQUEST A HEARING BEFORE THE PLANNING AND ZONING COMMISSION.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DEADLINE: \_\_\_\_\_ RECEIPT NO.: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_**

**PUBLIC HEARING DATE (PLANNING & ZONING COMMISSION) – 4:00 P.M.: \_\_\_\_\_**

**PUBLIC HEARING DATE (CITY COUNCIL) – 6:00 P.M.: \_\_\_\_\_**

(NOTE: BOTH MEETINGS ARE HELD AT THE COUNCIL ROOM)

**Initial Fee: \$200      Renewal Fee: \$50**

### **GENERAL INFORMATION**

**NOTIFICATION AND PUBLIC HEARING:** Property owners within 300 feet of the subject property shall be notified within 10 days of the Planning and Zoning Commission public hearing and City Council.

**RENEWAL PERIOD:** A Special Use Permit shall expire within one (1) year. Application for renewal shall be made 30 days before permit expiration. The Special Use Permit shall be renewed annually to ensure continued compliance with permit requirements.

**REVOCATION:** A Special Use Permit may be revoked by the City Council at a public hearing after recommendation from the Planning and Zoning Commission when complaints and/or noncompliance have registered with the City regarding the particular facility.

### **GENERAL REQUIREMENTS**

#### **ARTICLE 2; SECTION 2.413 OF THE UNIFIED DEVELOPMENT CODE**

Registered Child Care Homes and Licensed Child Care Homes are permitted in the AG, S, AU, UR, NC, and UC districts, and in nonconforming residential uses in the CN, CG, and BP districts, if all of the following are demonstrated:

- A. **General requirements.** The following requirements apply to Registered Child Care Homes and Licensed Child Care Homes:
1. The Applicant must reside on the premises.
  2. Child care facilities are allowed in all residential zoning districts upon approval of a special use permit.
  3. The day care facility shall be clearly secondary to the residential use.
  4. The child care facility shall meet State childcare licensing requirements.
  5. The application shall be signed by the property owner or the applicant shall provide a letter of authorization from the property owner.
  6. Fire and sanitary inspections.
  7. A semi-circular driveway for drop-off and pickup is provided. Required parking spaces shall not be included as part of this circular driveway.
  8. At least two parking spaces shall be available on site in front of the dwelling that do not interfere with the driveway.
  9. Outdoor play areas are enclosed by a fence that is at least six feet in height.
  10. The use shall be accessed by a public street approved by the City.
  11. One sign is permitted. It shall be attached flush to the wall of the building and shall not exceed one square foot in size. Lighted and portable signs are prohibited. (Sec. 12.301.A.)
- B. **Spacing requirements.** The minimum distance between all types of day care that are located in residential districts shall be a one-half mile radius.
- C. **Permit duration and renewal.**
1. A Special Use Permit pursuant to this Section shall expire within one (1) year.
  2. Application for renewal shall be made 30 days before permit expiration.
  3. Renewals shall be reviewed as original applications for the first year after the original approval.
  4. Subsequent renewals shall be reviewed as Limited Uses, regardless of the type of review used for the original approval.
  5. The applicant is encouraged to renew the permit with ample time to renew a license with the State childcare licensing agency.
  6. Special Use approvals are not transferable from one licensee to another.