

Do I need a permit?

A **small family day care** (1-6 children*) does not require a permit from the Planning Division or business license.

A **large family day care facility** (7-14 children*) requires a conditional use permit and a business license to operate within the city limits.

* The limits of the number of children is controlled by State regulations.

What is considered when reviewing a large family day care application?

Section 18.124.240 of the Pleasanton Municipal Code sets the standards for permitting these types of applications. A conditional use permit for a large child day care facility may be granted when the request is found to not create impacts with the three State allowed areas: Traffic, Noise, and Safety. Staff looks at parking, spacing, traffic control, Fire Department requirements, and noise control as they apply to the proposal.

A large family daycare is required to be spaced 300 feet from another large family daycare or nursery school.

Where can I operate a family day care?

A family day care facility can be operated in a residence that you live in as your primary residence.

What if I have concerns about a day care?

Depending on what your concerns are, you will contact either the State's Community Care Licensing Division (CCLD) or the City. If your concerns are regarding the operations of a small family day care facility or the level of care for the children of any size facility, you should contact the CCLD. If your concerns are regarding a large family daycare facility not operating within the conditions of approval, then you should call the Planning Division of the City of Pleasanton.



Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

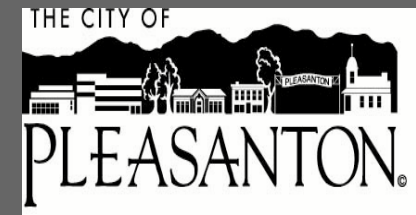
*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.

Brochure prepared by the Planning Division

Family Day Care Home

What is a Family Day Care Home?

A family daycare home is a home which regularly provides care, protection, and supervision of children in the provider's own home for periods of less than twenty-four (24) hours per day while the children's parents or guardians are away.

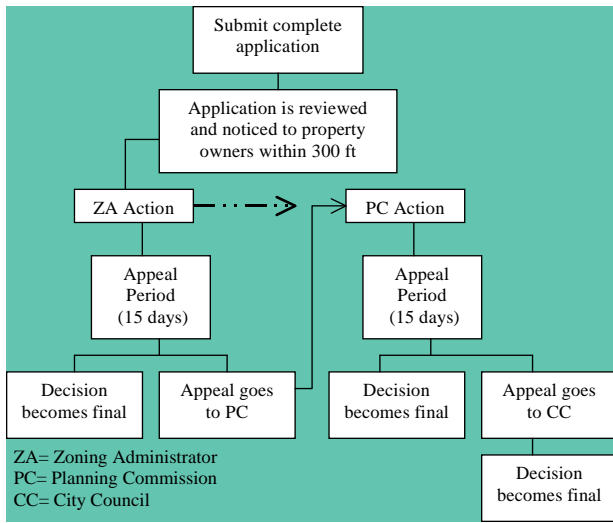


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

A formal application must be complete before it will be accepted for processing. When your application is considered complete, it will be noticed to the neighbors, assigned to a staff member, and staff will begin the review process. The project planner will contact you to report the project's status and to obtain additional information, if necessary.

If issues are raised regarding the project, a public hearing with the Zoning Administrator (ZA) can be requested. The staff recommendation for action can be to approve, deny, or approve with specific conditions.

Public Hearing

If a public hearing is held, all property owners within 300 feet will be notified. A decision concerning the daycare application will be made at that time. The ZA will consider the information in the staff report and testimony given at the hearing. The ZA must find that the facility does not result in traffic, noise, or safety impacts.

You will be informed in writing of the ZA's

decision and of any conditions that were attached to an approval.

Can the Action be appealed?

Appeal Period

The ZA's decision does not become effective until 15 days after the ruling. During this time you or any concerned party may appeal the ZA's action to the PC by submitting a written request and an appeal fee*. Appeals will be scheduled for the first available PC meeting. The decision of the PC may be appealed to the City Council (CC) within 15 days of the PC's action. Additionally, any member of the PC or CC may appeal the ZA's decision to their respective body. The decision of the CC is final.

How long does the process take?

Normally, from the time the application is deemed complete, the process is about **four to six weeks** for administrative level approvals*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

*These timelines are goals and a variety of factors can result in longer timelines.

Is there a waiting period?

If the Zoning Administrator grants your permit and an appeal is not filed within the 15 day appeal period, your permit becomes effective and you may proceed with obtaining a business license.

Do I need a license?

Business licenses are required for large family daycare operations. For information on what is needed to obtain a business license, please contact the Business License Division at (925) 931-5440. The State and CCLD requires their own licenses to be obtained, please call CCLD at (510) 622-2602 for more information on their process.

What documents do I submit?

Application and fee: Applications can be obtained on-line or from the Planning Division counter.

<http://www.ci.pleasanton.ca.us/pdf/devapp.pdf>

Property owner signature or letter of

authorization: The property owner must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Three (3) full size (24"x36") and twelve (12) reduced size (11"x17") complete set of the following†† :

- **Site plan:** an exhibit which clearly shows the dimensions of the lot, the existing structure(s), existing and proposed parking, setbacks, and any other aspect of your site that should be reviewed.
- **Floor plan:** An exhibit indicating the detailed layout of the facility. Square-footage and location for all areas to be used in connection with the permit should be shown.

All plans need to be drawn to scale and on sheets no smaller than 8 1/2"x11" and no larger than 24"x36".

- **A written narrative**— a letter which describes the purposed facility operations. Please clearly state planned hours of operation, parking, loading zones, a drop-off and pick-up schedule, the number of children, the number of care givers, and a schedule of facility activities.

† Fees for appeals are in addition to the application fee.

†† Additional plans and materials may be required if the project is appealed.

