

City of Livermore

www.ci.livermore.ca.us

Planning Division
1052 S. Livermore Ave.
Livermore, CA 94550
925.960.4500

Fire Department
4550 East Avenue
Livermore, CA 94550
925.454.2361

Community Care Licensing
1515 Clay Street, Suite 1102
Oakland, CA 94612
510.622.2602

Business License Information
925.960.4510

Building Division
925.960.4410

Local Resource & Referral Agency
Child Care Links
925.417.8733

Small Family Child Care Homes

Maximum of 8 children, including provider's own children less than 10 years old.

Small family child care is allowed "by right" in residential districts. No zoning, fire, or business permits are required.

Large Family Child Care Homes

Maximum of 14 children, including provider's own children less than 10 years old.

Zones: Residential districts

Permit: Large family day care permit
Fee: \$46

Approximate Time for Approval:
1-2 weeks

Application: Applications for large family child care homes are available in person at the offices of the Planning Division, and are soon to be published on-line. If an application adheres to the minimum requirements and includes adequate site plans of outdoor play areas, parking locations, fences, etc., a permit is issued on the spot. If the applicant cannot meet one or more of the requirements, a modified conditional use permit must be approved. Neighbors within a 100 foot radius of the property will be notified of the conditions for the modified permit ten days before the permit takes effect. If an adjacent property owner files a written request, the permit is reviewed by the Planning Commission at a public hearing.

Impact Requirements: 1) Large family child care homes must be located 300 feet from any other large family child care home. 2) One on-site parking space per nonresident employee and one on-site parking space for pick-up and drop-off purposes. 3) A six-foot high solid wood wall or masonry wall must surround all outdoor activity areas.

Hearing: At the hearing, property owners and tenants within 100 feet of the proposed site are invited to appear before the Planning Commission. The Planning Commission approves the final conditions of the permit.

Appeal Process: Written request, stating the basis of the appeal, must be filed within 14 days of the staff's administrative decision. A hearing date is scheduled within 60 days of filing the appeal. The Planning Commission reviews the basis of the appeal to determine consistency with the requirements of the permit. The Planning Commission's decision can be appealed to the City Council.
Appeal Fee: \$153

Fire Clearance: Required. **Fees:** Pre-Inspection offered at \$50; Regular inspections at \$80 an hour, minimum two hours.

Business License: Required.
Fee: 0.0016 per \$1,000 of Gross Receipts.

Child Care Centers

Defined as any center serving more than 14 children.

Zones: Residential, commercial, and industrial districts.

Permit: Conditional use permit.
\$2,939 for conditional use permit.

Approximate Time for Approval:
6-8 weeks for conditional use permit.

Application: Same information required of large family child care homes; however, the review process is more formal for centers not meeting the minimum requirements listed below. If centers do not meet these minimum requirements or wish to operate within a district not designated for child care services, they must apply for a conditional use permit and have their application reviewed at a mandated public hearing.

Impact Requirements: 1) Two parking spaces for the first ten students and one space for each additional ten students. The percentage of parking spaces to students can be increased depending on the location site. 2) Traffic conditions determined on a case by case basis. 3) Noise standards must be kept to levels stipulated within the city's general plan.

Hearing: Hearing before the Planning Commission. Tenants and/or property owners in a 300 foot radius of the site invited to attend.

Appeal Process: Same as large family child care homes. **Appeal Fee:** \$153

Fire Clearance: Required. **Fees:** Pre-inspection offered at \$50; regular inspections at \$80 an hour, minimum inspection lasts two hours.

Business License: Required.
Fee: 0.0016/1,000 of gross receipts

Fee information is as of October 2002. Fees and process should be used as general guidelines, and could be subject to change.

City of Livermore – Guide to Obtaining a Land Use Permit

1. Visit the Planning Department

Apply for a use permit from the Planning Division at 1052 S. Livermore Avenue.

The City of Livermore requires that **large family child care homes** and all **child care centers** obtain a **large family day Care Permit** or a **Conditional Use Permit**.

Large Family Day Care Permits require that all zoning ordinance regulations are met. The permit can be granted without variances, or special considerations. These permits are granted by the Planning Division, but may require a public hearing if a neighbor opposes your child care business.

A **Conditional Use Permit** may be required. In the City of Livermore, this permit requires a greater fee and more review by planning staff.

All **Child Care Centers** are required to obtain a **Conditional Use Permit**.

2. The Written Application

City planners are on-hand at City Hall to assist you. You must do the following:

- a. Complete a narrative, including information about your business, hours of operation, number of children served, etc.
- b. Submit physical plans of the site, floor, parking and outdoor play area.
- c. **Pay a fee of \$46.**
- d. If you are applying to operate a **child care center** with more than 14 children, you must apply for a **Conditional Use Permit**. This permit automatically requires a public hearing and costs **\$2,939 in processing fees**.

1. If no neighbor objects to the application, your **Large Family Day Care Permit** is granted.
2. If a neighbor objects, your application is presented to **Planning Commission** at a public hearing.

3. Public Notices Sent Out

City planners will work with you to complete your application so that your project meets local zoning ordinances.

Once staff approves your permit, they send notices to all property owners within a 100 foot radius of your property, informing them of your application.

This notification is sent through the mail; however, it is a good idea to contact your neighbors personally about your intended business before public notices are sent out.

(See Appendices C&E)

4. Public Hearing before the Planning Commission

Attend the **Public Hearing** before the **Planning Commission**. Be prepared to address issues from neighbors who might be concerned about noise

from children playing in the rear yard or the traffic/parking issues from clients dropping off children. Outline steps that you are taking to decrease the negative impacts of your business within your neighborhood and the positive ways that your business will help working parents and their children.

5. Approval

- Congratulations! You have one year to begin child care within the home or begin construction of the new facility.
 - The **Planning Commission** may require additional changes to the site.
 - Additional permits may be needed depending on the scope of your project (i.e. building permits for construction, signs, etc.). The cost for these reviews is not included within the initial application fee.
 - Your permit is good for as long as you own your property and use it for child care.
 - Applicant must obtain a business license by contacting the **City Finance Department**
 - Applicant must meet all the standards of **Community Care Licensing** and your local **Fire Department**.
 - Contact **Child Care Links** for additional assistance throughout this process.
- These phone numbers are included on the previous page of this document.

7. City Council

At an upcoming **City Council** meeting, members will make the final decision to approve or deny your permit.

6. Appeal

Contact the **City Clerk** within 14 days to appeal the **Planning Commission** decision.
The appeal fee is \$153.00.

5. Denial

Due to citizens' complaints or evidence that your project will negatively impact your neighborhood, the **Planning Commission** may not approve of the permit.

5. Public Hearing

Attend the **Public Hearing** before the **Planning Commission**. Be prepared to resolve complaints from neighbors who might be concerned with the noise of children playing outside or the traffic congestion from clients dropping off children. Outline steps that you are taking to decrease the negative impacts of your business within your neighborhood and the positive ways that your business will help working parents and their children.