

Planning Department
120 Vista Avenue
Piedmont, CA 94611
510.420.3050

Fire Department
120 Vista Avenue
Piedmont, CA, 94611
510.420.3030

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

Business License Information
N/A

Building Inspections and Permits
510.420.3062

Local Resource & Referral Agency
BANANAS, Inc.
510.658.7353

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 all 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.

Large family child care is allowed "by right" in all residential districts. While no specific land permits are required, providers must maintain their property in accordance with established residential zoning ordinances (e.g. setbacks, parking, etc.). No business license fee is required. Fire Clearance must still be obtained.

Child Care Centers

Zones: All districts

Permit: Conditional use permit.
Fee: \$1,200

Approximate Time for Approval:
Two months

Application: Applications for conditional use permit are available on-line or in person at the Planning Department.

Impact Requirements: Parking regulations must adhere to ordinances of the particular district, usually one or two spaces for 150 to 250 square feet of service area. Applicant must demonstrate that their center will not negatively impact pedestrian or vehicle safety. Landscaping and fencing may be required depending on the scope of exterior changes to the facility.

Hearing: All conditional use permits require Planning Commission review and City Council approval. Residents within a 500 foot radius are invited to attend.

Appeal Process: No appeal process.
Appeal Fee: N/A

Fire Clearance: Required.
Pre-Inspections offered. **Fee:** All fees are subsumed in Community Care Licensing fees.

Business License: Not Required.
Fee: N/A

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

1. Visit the Planning Department

All family child care homes are allowed "by right" within the city of Piedmont. Large family child care homes, however, must still obtain a fire clearance for their homes.

Only child care centers need a permit to operate. Apply for a **Conditional Use Permit** from the Planning Department at 120 Vista Avenue.

A **Conditional Use Permit** means that certain "conditions" must be met in order for the City of Piedmont to approve the use of child care on a certain property. These conditions are ultimately made by Planning Staff, the Planning Commission, or City Council; however, the previous page lists the usual conditions placed upon child care facilities in the City of Piedmont.



2. The Written Application

City planners are on-hand at 120 Vista Avenue to assist you. You can also access the application on-line at www.ci.piedmont.ca.us. 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 your building and/or site, floor, and transportation plans for the drop-off and pick-up of children.
- c. Pay fee of \$1200.



3. City Department Review

Staff from different city departments review your application at a monthly meeting. These officials from Fire, Building, etc. may request more information from you or suggest changes in the application before recommending that the permit be approved.



4. Public Notices Sent Out

If these city departments approve your project, they recommend that your application be presented to the **Planning Commission** at a public hearing. The Planning Department then notifies all residents and businesses within 500 feet of your property of your application and your hearing date. 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)

8. Final Approval

- Congratulations! You have one year to begin child care within the home or begin construction of the new facility.
- Additional permits may be needed depending on the scope of your project (i.e. building permits for construction, signs, etc.). Costs for these reviews are not included within the initial deposit 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 BANANAS, Inc. 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. Denial

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



6. Approval

If the Planning Commission approves your permit, your application must still be reviewed and approved by the City Council.

5. Public Hearing before Planning Commission

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. Suggest steps 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.

