

City of Pleasanton

www.ci.pleasanton.ca.us

Planning and Community Development Department
200 Old Bernal Ave
Pleasanton, CA 94566
925.931.5600

Fire Department
4500 East Ave
Livermore, CA 94550
925.454.2333

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

Business License Information
925.931.5440

Building Inspection Information
925.931.5300

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 permit or business license is required. Fire inspectors offer a courtesy home visit for new providers per request.

Large Family Child Care Homes

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

Zones: Agricultural, single-family, and multi-family residential districts and some planned unit development districts.

Permit: Modified conditional use permit. **Fee:** \$15

Approximate Time for Approval: 4 to 6 weeks plus appeal period

Application: Applications are available on-line and may be mailed back to Planning Department for approval along with fee. Detailed site, floor plans and a written narrative of business purpose is required. Completed applications will be reviewed by both the Planning Department and a weekly in-house Staff Review Board, a body made of representatives from building, fire, police and other departments. A staff planner is assigned to serve as your liaison throughout this process.

Impact Requirements: A large family child care home shall not be located within 300 feet of another large family child care home without the approval of the Zone Administrator. Parking must meet the demands of employees and the transportation of children to and from the facility. This requirement may be met by on-street parking if the area is safely accessible for children. In addition, large family child care homes must neither create a traffic hazard nor exceed established noise levels. Traffic control measures and restricted hours of operation may be imposed in order to comply with noise limits.

Hearing: After staff review, all residents within a 300 foot radius of the project are notified of the application by mail. If requested by a neighbor, the Zoning Administrator conducts a public hearing. Providers are strongly recommended to attend this hearing and will be informed in writing of any decisions or new conditions issued at the hearing. If the permit is granted, its conditions "run with the land;" however, permits may be re-reviewed as the result of "bad practices," or non-compliance with the original conditions of the permit.

Appeal Process: Applicants or any concerned party have 15 days to appeal the Zoning Administrator's decision by notifying the Planning Commission with a written request. The Planning Commission's decision may be appealed to the City Council. **Appeal Fee:** \$3.75

Fire Clearance: Required. Pleasanton offers pre-inspection and annual inspections. **Fee:** All inspections are free.

Business License: Required. **Fee:** \$25-75 or \$.30/1000 for generated gross receipts above \$250,000

Child Care Centers

Zones: Regional commercial, neighborhood commercial, and public institutional districts.

Permit: Conditional use permit. **Fee:** \$150

Approximate Time for Approval: 8-10 weeks plus appeal period

Application: Additional review and fees will accompany the building of a new center or the modification of an existing structure. These reviews require minimal fees.

Impact Requirements: Determined on a case by case basis. Major concerns are impacts of traffic and noise.

Hearing: A public hearing before the Planning Commission is required. Residents within a 1,000 foot radius are notified.

Appeal Process: Applicants or any concerned party have 15 days to appeal the Planning Commission's decision by notifying the City Council with a written request. **Appeal Fee:** \$37.50 per appeal

Fire Clearance: Required. Pleasanton offers pre-inspection and annual inspections. **Fee:** All inspections are free

Business License: Required. Applications available on-line. **Fee:** \$25-75 or \$.30/1000 for generated gross receipts above \$250,000.

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

City of Pleasanton – Guide to Obtaining a Land Use Permit

1. Visit the Planning Department

Apply for a **Conditional Use Permit** from the Planning & Community Development Division located at 200 Old Bernal Ave.

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



2. The Written Application

City planners are available at 200 Old Bernal Avenue to assist you. Applications are also available on-line and can be submitted along with fee for approval. If you are uncertain about your application, you should visit the Planning Department in person. You must do the following:

- Complete a narrative, including information about your business, hours of operation, number of children served, etc.
- Submit physical plans for a new building and/or site, floor, and transportation plans for a home-based facility.
- Pay fee of \$15 for large family child care homes or \$150 for child care centers.

3. Department Staff Review

Staff from different city departments review your application at a weekly meeting. These officials from fire, building, engineering, etc. may request more information from applicant or suggest changes in the application before recommending that the permit be approved.



4. Public Notices Sent Out

For large family child care homes: The Planning Department notifies all residents and businesses within a 300 foot radius of your property of your application. A hearing before the **Zoning Administrator** is held if requested by a neighbor. (See Appendices C&E)

If a request for a hearing is not made, your permit is granted.

For child care centers: Hearings are required of all center applicants. The Planning Department notifies all residents and businesses within a 300 foot radius of your property of 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.

8a. Planning Commission

At an upcoming Planning Commission meeting, members will make the final decision to approve or deny your permit.

8b. City Council

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

6. Approval

- Congratulations! You have one year to begin child care within the home or begin construction of the new facility.
- The city 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.). Costs for these reviews are not included within the initial 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. Appeal

Contact the City Clerk within 15 days to appeal the Zoning Administrator's or the Planning Commission's decision.

- A fee of \$ 3.75 is required to appeal the Zoning Administrator's decision.
- A fee of \$ 37.50 is required to appeal the Planning Commission's decision.



6. Denial

If the hearing indicates that your child care business would negatively impact your neighborhood, your permit may be denied.



5. Public Hearing

Attend the **Public Hearing** before the **Zoning Administrator** (large family child care homes) or Planning Commission (child care centers). 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.