

City of San Leandro

www.ci.san-leandro.ca.us

Community Development Department

City Hall, 835 East 14th Street
San Leandro, CA 94577-3767
510.577.3371

Fire Department

835 E. 14th St. Suite 200,
San Leandro, CA 94577
510.577.3319

Community Care Licensing

1515 Clay Street, Suite 1102
Oakland, CA 94612
510.622.2602

Business License Information

Hotline: 510.577.3468
General 510.577.3378

Building Inspection Information Permit Center

510.577.3405

Local Resource & Referral Agency 4C's

510.582.2182

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 permit, business license, or fire clearance is required.

Large Family Child Care Homes

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

Zones: Residential districts

Permit: Administrative use permit or Conditional use permit. **Fee:** \$50 Administrative use permit; \$650 Conditional use permit

Approximate Time for Approval: 2 weeks for an administrative use permit; 6-7 weeks for a conditional use permit

Application: Available at the Community Development Department. Land-use permits for child care facilities are not available at the Permit Center. If your application complies with a simple checklist of requirements and you provide a written plan for managing parking and traffic circulation, you are immediately granted an administrative use permit by the Zoning Enforcement Officer. If your application is incomplete or requires additional review because it does not meet established zoning codes and requires variances, it is brought before a hearing of the Board of Zoning Adjustments (BZA) to acquire a conditional use permit.

Impact Requirements: Large family child care homes shall not be located within 300 feet of each other. In addition, parking requirements for employees and clients, including 32 feet of legally permitted parking at the front of the lot, must be met. In addition, large family child care homes may not be located on an exceptionally busy street (more than four lanes of traffic or daily traffic of 5,000+ cars) or on a lot with a curb-to-curb street width of less than 30 feet. Noise levels shall not exceed 55 decibels.

Hearing: Property owners within a 300 foot radius of your home are invited to attend your hearing before the Board of Zoning Adjustments. Your presence is recommended. The BZA's approval secures your permit for two years. At any point during those two years, a citizen's complaint demonstrating non-compliance with the established permit triggers a review hearing by the BZA.

Appeals Process: Within 15 days of the BZA's decision, an applicant, adjacent property owner, or staff planner, can file an appeal with the City Clerk contesting the BZA's decision. The conditions of the permit are then decided by the Planning Commission and/or the City Council. **Appeal Fee:** \$160

Fire Clearance: Required. San Leandro offers pre-inspections and annual inspections. **Fee:** Pre-inspection accrues no fee for individuals referred through Community Care Licensing. Self-initiated pre-inspection is offered at \$50. Regular inspection fee rates are \$80 an hour. No fee for annual inspections.

Business License: Required.
Fee: \$36.50 plus \$19.50 per owner and employee

Child Care Centers

Zones: Residential, commercial, and industrial districts

Permit: Conditional use permit. **Fee:** \$650 for an existing building. Direct cost of staff time for the development of a new building (Approximately \$3,000-\$4,000).

Approximate Time for Approval: 6-7 weeks

Application: Same as large family child care homes, however, in the case of a large development, requiring construction of a new or existing building, the application receives additional staff review and accrues additional fees. San Leandro offers a Permit Center where representatives from several departments are available to assist applicants with questions both in person and over the phone.

Impact Requirements: One parking space is required for every six children. Traffic and noise concerns are reviewed on a case by case basis. Plans for landscaping, decorative walls and fences are recommended as a buffer between the children's area and surrounding neighborhood.

Hearing: Same as large family child care homes. Hearing before the BZA. Property owners and tenants within a 300 foot radius are invited to attend.

Appeals: Same as large family child care homes. **Appeal Fee:** \$160

Fire Prevention: Required. **Fees:** Same as large family child care homes with added safety regulations for a commercial child care setting

Business License: Required.
Fee: \$36.50 plus \$19.50 per owner and employee

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

Apply for a use permit from the Community Development Department at City Hall.

The City of San Leandro offers two types of permits for **large family child care homes**: an **Administrative Use Permit**, which does not require a public hearing and is granted to projects which meet all zoning ordinance requirements, or a **Conditional Use Permit**.

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

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 for new building and/or site, floor, and transportation plans for home-based facility.



3. Preliminary Application Review

- **Large family child care** applicants whose projects meet all requirements pay a fee of \$50 and are granted a permit immediately.
- **Large family child care** applications which do not meet all requirements, must pay a fee of \$650 and submit their application for approval by the **Board of Zoning Adjustments (BZA)**.
- All **child care centers** must pay fee of \$650 and be approved by the BZA. City planners may request more information from applicant or suggest changes in the application before recommending that the permit be approved.



4. Public Notices Sent Out

City planners will work with you to complete your application before submitting it to the BZA for approval at a public hearing.

The Planning Department then notifies all residents and businesses within 300 feet of your property about your application and 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 B & D)

6. Approval

- Congratulations! You have one year to begin child care within the home or begin construction of the new facility.
 - BZA 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 fee and are minimal for family child care. Child care centers can expect to pay \$3,000-4,000.
 - 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 4C's for additional assistance throughout this process.
- These phone numbers are included on the previous page of this document.

8. City Council

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



7. Appeal

Contact the City Clerk within 15 days to appeal the BZA's decision.
The appeal fee is \$160.



6. Denial

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



5. Public Hearing before Board of Zoning Adjustments (BZA)

Attend the Public Hearing before the BZA. Be prepared to resolve complaints from neighbors who might be concerned about the noise of children playing outside or the traffic congestion caused by 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.

