

Alameda County Unincorporated

www.co.alameda.ca.us

Community Development Agency

399 Elmhurst Street
Hayward, CA 94544
510.670.5400

Fire Department

22341 Redwood Road
Castro Valley, CA 94546
510.670.5853

Community Care Licensing

1515 Clay Street, Suite 1102
Oakland, CA 94612
510.622.2602

Business License Information

224 W. Winton Avenue, Room 169
Hayward, California 94544-1221
510.670.6400

Building Inspection Information

510.670.5440

Local Resource & Referral Agency

East Livermore: Child Care Links
925.417.8733
Castro Valley, Ashland, Cherryland:
4Cs
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. Zoning, fire or business permits are not required.

Large Family Child Care Homes

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

Zones: Permitted in all zones with special review.

Permit: Large Family Day Care Permit.
Fee: \$200; \$250 if hearing required.

Approximate Time for Approval:

4 weeks without hearing; 8-12 weeks with hearing.

Application: Currently available at the planning department, soon to be published on-line. Applicants must provide the planning department with a detailed site map, written narrative of business practices including estimated number of employees and daily activity schedule, stamped addressed envelopes of all property owners within 100 feet of the affected property along with the completed application. If no requests for a hearing are made by the public within the ten day notice period, the planning department may issue a permit under specific conditions.

Impact Requirements: Hours of operation are limited to between 6:30 am and 6:00 pm, five days a week. All outdoor play areas must be secured with fencing and the entire premises must be maintained in an attractive manner to the standards of the Neighborhood Preservation Ordinance. The provider must ensure that the drop-off and pick-up of children is orderly and convenient for neighbors. Only one sign is allowed for the site.

Hearing: Ten days before the Board of Zoning Adjustments (BZA) decision takes effect, notices of the permit's conditions are mailed to property owners within a 100 foot radius. If a request for a hearing is made, a hearing date is scheduled before the BZA. They review the application and may approve it as submitted, approve it with specific conditions, or deny the application.

Appeal Process: Any decision of the BZA may be appealed to the County Board of Supervisors. **Appeal Fee:** \$100

Fire Clearance: Required.

Fee: \$50 for pre-inspection. \$80 an hour for inspection.

Business License: Required. **Fee:** \$20 initial fee, later credited upon renewal. If gross receipts exceed \$5,000, then \$1 per \$1,000 generated. Under \$5,000, no fee.

Child Care Centers

Zones: Permitted in all zones.

Permit: Conditional use permit valid for one to five years. **Fee:** Cost of staff time, approximately \$300 in residential districts and \$375 in all other districts.

Approximate Time for Approval:
8-12 weeks

Application: Currently available at the planning department, soon to be published on-line. The application requires documentation similar to that required of Large Family Day Care Permits.

Impact Requirements: One staff person must be present at the child drop-off/pick-up area. Applicants must estimate projected traffic impact within application. Upkeep of property area must be in accordance with the Neighborhood Preservation Ordinance.

Hearing: A conditional use permit requires a public hearing with notification of property owners within 300 feet of the site. If granted, the conditional use permit expires at the end of the stated term, usually one to five years, and must be renewed to continue operations.

Appeal Process: Any decision of the Board of Zoning Adjustments (BZA) may be appealed to the County Board of Supervisors. **Appeal Fee:** \$100

Fire Clearance: Required. **Fee:** \$50 for pre-inspection. \$80 an hour for inspection.

Business License: Required. **Fee:** \$20 initial fee + \$0.40 per \$1,000 generated gross receipts.

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

Alameda County Unincorporated – Guide to Obtaining a Land Use Permit

1. Visit the Planning Department

Apply for a Use Permit at the Community Development Agency at 399 Elmhurst Street in Hayward.

Individuals living within the unincorporated areas of Alameda County must obtain a **Large Family Day Care Permit** to operate day care within their homes.

Large Family Day Care Permits are obtained if all zoning ordinances are met without any variances, or special considerations. These permits are granted by the Planning Department, but may require a public hearing if a neighbor opposes your child care business.

All **Child Care Centers** require **Conditional Use Permits**, which always includes a public hearing.

A **Conditional Use Permit** means that certain "conditions" must be met in order for property to be used for child care within the unincorporated areas of Alameda County. These conditions are ultimately made by planning staff, the Board of Zoning Adjustments, or the County Board of Supervisors; however, the previous page lists the usual conditions placed upon child care facilities.

2. The Written Application

Planners and other department officials are on-hand to assist you at the Community Development Agency. 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 a new building and/or site, floor, and transportation plans for a home-based facility.
- c. Pay a fee of \$200 for large family child care homes.
- d. Pay fee of \$300-375 for child care centers.

3. Staff Review and Public Notices For Large Family Child Care

Upon receipt of a complete application, the Planning Department will notify property owners within 100 feet of your site. The public may request a public hearing on the matter within ten days of the notification date. If they do not, the Planning Department may then approve your application. It is a good idea to contact your neighbors personally about your intended business before public notices are sent out.

(See Appendices C&E)

A. If no neighbor complains, your **Large Family Day Care Permit** is granted. (See Approval).

B. If a neighbor files a written appeal to the **Planning Department** within ten days of notification, a public hearing before the **Board of Zoning Adjustments** is scheduled and the same residents or property owners invited to attend.

3. Staff Review and Public Notices For Child Care Centers

When your application is complete, staff will write a report of your project to be presented before the **Board of Zoning Adjustments** for approval.

5. Approval

- Congratulations! You have one to three years to implement a conditional use permit.
- If a hearing was required, the **Board of Zoning Adjustments** may require additional changes to the site.
- Additional permits may be needed depending on the scope of your project in order to ensure that your building is safe (i.e. building permits for construction, signs, etc.).
- Your permit is good for one to five years.
- Applicant must obtain business license by contacting the City Finance Department.
- Applicant must meet all the standards of Community Care Licensing and your local fire department.
- Contact 4 C's or Child Care Links for additional assistance throughout this process. These phone numbers are included on the other page of this document.

8. County Board of Supervisors

At an upcoming meeting of the **Board of Supervisors**, members will make the final decision to approve or deny your use permit.

7. Appeal

Any decision of the **Board of Zoning Adjustments** may be appealed to the County Board of Supervisors by filing an appeal with the Clerk of Board of Supervisors within ten days of the decision.

The appeal fee is \$100.

6. Denial

The **Board of Zoning Adjustments** may not approve your application if it finds that your child care business will negatively impact your neighborhood and that those negative impacts can not be reasonably mitigated, or resolved.

4. Public Hearing before the Planning Commission

Attend the **Public Hearing** before the **Board of Zoning Adjustments**. Be prepared to resolve complaints from neighbors who might be concerned about the noise of children playing outside or the traffic congestion of 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.