Your Licensed Child Care Program May Need A Land Use Permit And A Public Hearing

Tips To Prepare

Getting a land use permit for your child care program can be a big undertaking. The following material is designed to help you get ready and it is organized by four major areas: learning about the process; working with the neighbors; common discussion topics at public hearings; and organizing for the hearing. The linked documents correspond to these four major areas.

1. Learn About the Permit Process
   - Talk With the City/County Planner to understand process and requirements
   - Your local Resource and Referral Agency
     - BANANAS: (510) 658-7353
     - 4Cs: (510) 582-2182
     - Child Care Links: (925) 417-8733
   - Consider visiting a relevant oversight body meeting to observe process at work
   - See: State Law Regarding City Oversight of FCC; Zoning Terms Glossary

2. Introduce Yourself To Neighbors To Build and Keep Good Relationships
   - It’s best to do this before you start the permit process
   - See: Tips on Being a Good Neighbor; Sample Letter to Neighbors; Sample Parent Pick-Up and Drop-Off Policy

3. At the Hearing: Be Prepared to Speak to Typical Neighborhood Concerns
   (Parking, Noise, Traffic)
   - People who will speak at the public hearing should fill out a speaker card and prepare to speak within the time limit (usually three minutes).
   - See: Common Community Objections and Responses

4. Get Organized for Permit Hearing
   - Get a copy of staff report that will be presented to identify key concerns
   - Organize community support (letter writing, and parents might attend and speak at hearing if have child care and dinner courtesy of your program)
   - Prepare your statement Consider using child care demand and supply statistics—from the CCPC or R&R.
   - See: Sample Community Support Letter; Family Child Care Talking Points; Hearing Do’s and Don’ts; Sample Staff Report

(Note: this is not an overview of all the steps needed to get a state license. These materials provide background on preparing for a local public permit hearing which may be required.)