

COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

3900 MAIN STREET – THIRD FLOOR, RIVERSIDE, CA 92522

PHONE: (951) 826-5371 / FAX: (951) 826-5981

[www.riversideca.gov/planning](http://www.riversideca.gov/planning)

## LARGE FAMILY DAY CARE PERMIT (DCP) INFORMATION SHEET

“Day Care Home – Large Family” means a home that provides family day care for seven (7) to twelve (12) children, inclusive, including children under the age of ten (10) years who reside at the home and can go up to fourteen (14) children if all of the following conditions are met:

- (1) At least one (1) child is enrolled in and attending kindergarten or elementary school and a second child is at least six (6) years of age.
- (2) No more than three (3) infants are cared for during any time when more than twelve (12) children are being cared for.
- (3) The licensee notifies a parent that the facility is caring for two (2) additional school-age children and that there may be up to thirteen (13) or fourteen (14) children in the home at one time.
- (4) The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented (see California Health and Safety Code Section 1596.78 b and Section 1597.465).

### PLANNING FEES

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See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

### DEVELOPMENT STANDARDS

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Large Family Day Care are permitted subject to the following standards:

#### *Operational & Locational*

1. The large family day care home must be the residence of the provider.
2. The large family day care use must be clearly incidental and secondary to the use of the property for residential purposes.
3. Properties used for large family day care homes shall not be located closer than three-hundred (300) feet from any other large family day care home as measured from any point upon the outside walls of the residence containing the business and the nearest property line of the residential property operating another large family day care home.

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4. Hours of operation shall be less than 24 hours per day.
5. The large family day care home shall comply with all municipal and State laws and regulations regarding single family residences and large family day care homes.
6. Noise will be maintained in compliance with Title 7 (Noise Control) of the Municipal Code.
7. The provider shall comply with all applicable regulations of the City's Fire Department regarding health and safety requirements as they relate to family day care homes and shall contain a fire extinguisher and smoke detector device that meet standards established by the State Fire Marshall (California Health and Safety Code Section 1597.45 d and Section 1597.46 d).
8. All Department of Social Services Community Care licensing standards shall be met. The provider shall keep all State licenses or permits valid and current.
9. The applicant for a large family day care home permit shall provide evidence of payment of the City Business Tax.
10. Variances to #3 above only may be granted pursuant to Chapter 19.64.

### *Developmental*

11. The large family day care home shall be maintained to retain the appearance of a home consistent with the general character of the neighborhood.
12. Residences fronting on, or taking access from a 4-lane street (as shown on the General Plan Circulation Map), shall provide at least one paved drop-off/pick-up area designed with on-site parking and maneuvering area to allow vehicles to drop-off/pick-up children and exit the site without backing out onto a 4-lane street per Planning and Public Works Departments' approval.
13. For residences not fronting on, or taking access from a 4-lane street, drop-off/pick-up of children from vehicles shall only be permitted on the driveway, approved parking area or directly in front of the residence. The drop-off/pick-up area shall be conveniently located in an area providing safe access to the home and not in conflict with adjoining residences.
14. The large family day care home shall provide, at least, one off-street parking space per employee of driving age not living in the home. The residential driveway approach is acceptable for this parking requirement if the parking space will not

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conflict with any required child drop-off/pick-up area, and does not block the public sidewalk or right-of-way.

15. An outdoor play area which satisfies the requirements of the State Community Care Licensing Division shall be provided in compliance with the City's Zoning regulations.
16. No variances to items 11 through 16 may be granted.

*The City shall provide notification to the neighbors within 100-feet no less than ten (10) days prior to the date of permit issuance. A large family day care permit cannot be denied administratively by the Zoning Administrator if all restrictions and requirements are met. Prior to permit issuance an applicant or other affected person(s) could request a hearing. The hearing will be before the City Planning Commission (CPC). Based on the evidence and testimony at the hearing, the CPC may approve, conditionally approve or deny the permit. The decision of the Planning Commission may be appealed to the City Council pursuant to 19.64.160.*

### REQUIRED ITEMS FOR FILING

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Use the checklist to ensure your project includes all of the required elements:

- One (1) copy of the completed Application form.**
- One (1) copy of the most recent Grant Deed**  
A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- One (1) copy of the License Application submitted to Community Care Licensing**
- Complete Description of the Proposal**  
The written description should include, as appropriate:
  - a. Details of the proposal (i.e., what do you want to do).
  - b. Days and time of operation.
  - c. Number of infant/toddlers you provide care for.
  - d. Number of preschoolers you provide care for.
  - e. Number of school age children you provide care for.
  - f. Number of day care provider you have on staff.
  - g. Schedule of daily activities (i.e., breakfast, lunch, naps, inside and outside play times, etc.)

## LARGE FAMILY DAY CARE PERMIT (DCP) INFORMATION SHEET

h. Drop-off/pick-up schedule (approximate times of the majority of drop-offs/pick-ups occur).

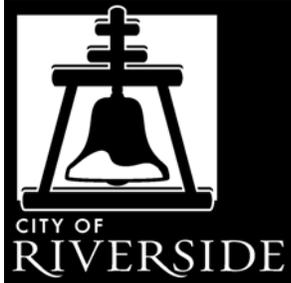
**Two (2) copies of the Site Plan**

The Site Plan should include, as appropriate:

- a. Boundaries of the property, with all dimensions and square footage of the lot.
- b. Location of existing residence, detached structures, walls, fences, driveway(s), and walkways.
- c. Location of the proposed outdoor play area(s), properly dimensioned.
- d. Location of the proposed drop-off/pick-up area and dimensions from all property lines.
- e. Location of off-street parking and measurements from all closest property lines.
- f. Centerline of existing street(s) abutting the subject property.

### REQUIRED AGENCY AUTHORIZATION SHEET

Upon action taken by the City Planning Commission or City Council, the applicant is responsible for completing the Required Agency Authorization Sheet before requesting clearance from the Fire Department.



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**LARGE FAMILY DAY CARE PERMIT (DCP) APPLICATION**

**PROJECT INFORMATION (Print or Type)**

Description of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Proposed Project: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Size of Subject Property (if known): \_\_\_\_\_

**LEGAL OWNER INFORMATION**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner of Record (PRINT NAME): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**APPLICANT INFORMATION (If other than legal owner)**

Applicant Name: \_\_\_\_\_

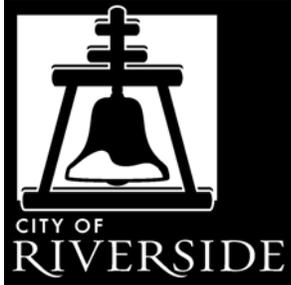
Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



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**LARGE FAMILY DCP REQUIRED AGENCIES AUTHORIZATION**

**PLANNING DIVISION**

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Planner Signature: \_\_\_\_\_

Planning Case #: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**BUSINESS TAX DIVISION**

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Signature: \_\_\_\_\_

Business Tax License #: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**FIRE DEPARTMENT**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- *Approval Contingent Upon Completed Fire Inspection*

Comments: