

DEVELOPMENT CODE SECTION: **Title 18, Division VII, Section 18.200.050**
DESCRIPTION: **Large Family Child Care Home**

Large Family Child Care Homes Procedures for Processing

Permit information to provide child care services in your home.

When do I need an Permit?

Providing child care services from your home requires a license from the Community Care Licensing Division of the California Department of Social Services. Providing child care in your home for six or fewer children does not require a permit from the City of Concord. If you provide child care services in your home for more than seven children but fewer than twelve (with some exceptions), the City of Concord requires that you also obtain a Minor Use Permit.

Who do I contact about getting started?

The first step for anyone interested in providing child care from their home is to contact the Oakland Regional Office for Community Child Care Licensing. If you intend to provide services for more than seven children, the next step is to contact the City of Concord's Planning Division at (925) 671-3152 or visit the Permit Center at City Hall, located at 1950 Parkside Drive. Planning staff can help guide you through the Minor Use Permit application process.

What are the application requirements?

An application for a Minor Use Permit to operate a Large Family Child Care Home requires that you prepare and provide the City with copies of a site plan, a floor plan, a recently generated title report, and a detailed description of your proposed child care operation. You will need to identify information such as your proposed hours of operation, the number of children and employees, routine outdoor activities, and how parents will pick-up and drop-off their children. You also will need to provide an application fee at the time of submittal. An application checklist can be obtained at the Permit Center. We ask that you schedule an appointment with us beforehand so that we can review your application materials with you in person and let you know how many copies to provide. Additional information may be requested depending on the circumstances of your property or child care operations.

What information is required on the site plan?

Your site plan needs to clearly identify any outdoor play areas, driveways, parking and drop-off areas, fences and walls, and the location of pertinent doors, sidewalks, and a swimming pool if you have one. Outdoor play areas should be located in secure areas that minimize noise impacts on neighboring properties and be enclosed by a fence or wall at least six feet in height.

What if my neighbors have concerns?

The City may require a neighborhood meeting to discuss your proposed Large Family Child Care with anyone concerned, as per Concord Development Code Section 18.405.060. If this is the case, the City will send a postcard inviting residents and property owners living within 100 feet of your home to the meeting, usually hosted at the Permit Center. Neighbors may suggest

reasonable changes to accommodate potential noise, traffic, and parking issues that may arise from your child care operations.

Who approves the Minor Use Permit?

Minor Use Permits are reviewed and approved by the City's Zoning Administrator. Once your application is complete and ready to move forward, the City will notify all property owners and residents living within 100 feet of your home that your application will be reviewed by the Zoning Administrator. A public hearing before the Zoning Administrator will only be held if one is requested by a member of the public. Hearings are held at City Hall on the second or fourth Wednesday of each month at 9am. Your application can be approved if it conforms to all the applicable standards and findings identified in Section 18.200.050 of the Concord Development Code. The approval comes in the form of a Zoning Order and includes conditions of approval.

After approval, then what happens?

Any Minor Use Permit approval is subject to a 10-day appeal period. Chapter 18.510 (Appeals and Calls for Review) of the Development Code provides the procedures in the event of an appeal and such appeals would typically be directed to the Planning Commission.

Once your Minor Use Permit is approved and the 10-day appeal period has passed, you will be responsible for notifying the Community Care Licensing Division and obtaining any other necessary clearances or permits, such as a business license or a building permit if one is needed. The City does not require annual renewal and your Minor Use Permit is valid for as long as you continue to operate a State licensed Large Family Child Care facility in your home.



For more information and assistance, contact the City of Concord's Planning Division at (925) 671-3152 or visit us at the Permit Center located at 1950 Parkside Drive.