

**LARGE FAMILY DAY CARE
APPLICATION REQUIREMENTS**



	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Site Plan (folded)	1
<input type="checkbox"/> Planning Application Fees (Make check payable to [City of Oxnard])	1

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

APPLICANT'S CERTIFICATION

I, (print name) _____, applicant (or designated agent of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed according to the instructions provided by the Planning Division in the submittal requirements for this permit. I understand that planning staff may reject the submittal of my application (within 30 days of submitting) due to missing information as listed above. I also understand that additional fees (including fees for environmental review) and information may be required during processing of this application.

Signature

Date

LARGE FAMILY DAYCARE APPLICATION REQUIREMENTS

Why do we need all these details? The plans and other items described in this document are intended to clearly, completely, and accurately illustrate, depict, and describe your project for City staff, and to demonstrate that your project meets requirements related to City regulations and standards, public notices and state laws. Please feel free to call us (805-385-7858) if you have any questions about the requirements or the permit process.

No incomplete or partial application packages. Your application package **must** include all of the required information when you submit it. Planning staff cannot accept incomplete submittal packages, poor quality graphics, or hold partial information packages.

APPLICATION FORM

Describe the specific permit request in the Project Description section.

Include the name of the project, Assessor's Parcel Number, and project address in the spaces provided.

If more than one permit application is submitted at one time, indicate all of the appropriate permit types on one form.

Include signature, mailing address, email address, and daytime phone number for applicant, designated agent, property owner, architect and engineer. Original signatures are required.

Include name and contact information (including address, email address and phone number) for the one person that the project planner should contact regarding the project.

If the property is in escrow, the current owner must sign the application form and provide a letter authorizing the pending owner to submit the application

IMPORTANT If the property owner is not the applicant; the property owner must designate the applicant as the "Agent" (also known as "attorney-in-fact"), and sign the appropriate box on the application form to verify that the "agent" has permission to represent the proposed project on the property owner's land.

SITE PLAN (a map of your lot, 8 1/2" x 11" minimum) must include the following information:

1. Location and dimensions of the house;
2. Property lines and their measurements;
3. Location and interior dimensions of the garage;
4. Identification and dimensions of sidewalks, walkways, vehicle drive approach and driveway (there must be enough room on the driveway for two parking spaces, each measuring 9 by 19 feet);
5. The street name(s) and any alley next to your property;
6. North arrow;
7. Street address of the property;
8. Date of plans (include revision dates on subsequent versions);
9. Name, address, and telephone number of the person that prepared the plans.

APPLICATION FEES are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the amount of the fees required. Make check payable to "City of Oxnard".

References:

City of Oxnard Zoning Ordinances (Chapter 16 of the Oxnard City Code)
Oxnard Fire Department, [Fire Protection Planning Guide]

City Staff Contacts:

Planning Division	385-7858	Development Services (Building).....	385-7925
Business Licensing.....	385-7817	Fire Department.....	385-7708

LARGE FAMILY DAY CARE APPLICATION INFORMATION

Definition (Oxnard City Code and California Administrative Code): a large family day care is “a State-licensed facility that provides care, [protection and supervision for nine (9) to fourteen (14) children in the provider’s own home for periods less than 24 hours per day, as further defined in Cal. Health and Safety Code Section 1596.78.” The number of children includes the caregiver’s own children under age 12 who reside in the home.

How to Get Started

Eligible properties include those in an area that has zoning permitting large family day care homes. Planning staff can tell you what your zoning is and if a large family day care is allowed in that zone. If you wish to have day care for 9 to 14 children in your home in Oxnard, you must first get a permit from the City of Oxnard, Planning Division. This permit is called an “**Administrative Permit for Large Family Day Care**”.

In order to complete an application for an “**Administrative Permit for Large Family Day Care,**” materials illustrating the intended use are required. **Please note that all of the required information must be provided when the application is submitted.** You may submit your application to the Planning Counter, 214 No. “C” Street, Oxnard, CA 93030. The City’s permit is separate, and required before the City Tax Certificate can be issued. You should also call the Fire Department at 385-7722 for guidelines about fire safety.

What Happens Next?

After you submit your application to the Planning Division, it will be given a file number and assigned to a planner. This planner will call you if he or she has any questions about your application materials.

If your application is complete, and everything else is satisfactory, the planner will write an approval letter for the Planning Division Manager’s review and signature. Once approved, the planner will send you the letter. This letter is your [permit] from the City of Oxnard giving you permission to apply for your tax certificate from the City of Oxnard Business Licensing Division. The planner will also notify adjacent neighbors of the approval.

This permit is granted for the property described in the application on file with the Planning Division and may not be transferred from one property to another. If you move to a new home you will need to go through this process again and Planning staff will need to ensure that your new home meets the standards for a large family day care.

Standards for Large Family Day Care Homes

The permit application is reviewed and approved (or denied) by the Planning Division Manager based on the following criteria and findings:

1. Must be in a residence;
2. Must conform to applicable city ordinance concerning spacing and concentration, traffic control, parking and noise control;
3. Must conform to current parking regulations (two parking spaces in a garage for up to five bedrooms, three garage spaces for six bedrooms; four garage spaces for seven bedrooms; five garage spaces for eight or more bedrooms);
4. Must have two (2) off-street parking spaces, which may be tandem, for loading and unloading; and
5. Must be no closer than one hundred (100) feet from any other large family day care home. This measurement is from residential structure to residential structure (not property line to property line).