

Child Care Land Use Study

San Mateo County

December 2007

Produced by the Child Care Coordinating Council, Inc of San Mateo County

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Table of Contents

Introduction	1
Town of Atherton	2
City of Belmont	3
City of Brisbane	4
City of Burlingame	5
Town of Colma	6
City of Daly City	7
City of East Palo Alto	9
City of Foster City	10
City of Half Moon Bay	11
City of Hillsborough	12
City of Menlo Park	13
City of Millbrae	15
City of Pacifica	16
Town of Portola Valley	17
City of Redwood City	18
City of San Bruno	19
City of San Carlos	20
City of San Mateo	22
County of San Mateo	23
City of South San Francisco	24
Town of Woodside	26
Summary Table for Large Family Child Care Home	27
Summary Table for Child Care Centers	28

Introduction

Purpose of study

In February 2005, 4Cs was awarded a grant by the Peninsula Community Foundation (now Silicon Valley Community Foundation) to carry out an inventory of local land use policies and planning procedures related to child care in San Mateo County and produce a summary report of current ordinances, fees and practices for family child care homes and child care centers in each jurisdiction. The intention of completing such a survey was to allow 4Cs to prepare staff to assist present child care providers and prospective providers with accurate information and guidance on required procedures in their individual communities. The summary report may also be used to identify best practices countywide, determine the extent to which current city regulations and practices comply with state law, and engage city planners in a broader discussion of the impact of regulatory practices on the supply of quality child care in their communities. The practices of nineteen of the twenty-one jurisdictions in the county are summarized in the following city and county profiles.

Methodology

To complete the inventory of current practices, a 33-question survey instrument was designed, with assistance from expert consultants, and disseminated to twenty city managers and the county manager, along with a cover letter from County Supervisor Mark Church. The survey was broken into three sections: Section 1 addressed practices related to family child care homes, Section 2 related to child care centers, and Section 3 asked general questions about contacts for services such as permitting and fire inspections. The surveys were mailed in September of 2005. 4Cs and volunteers from the Supply Building and Access Committee of the San Mateo County Child Care Partnership Council made subsequent phone calls and emails to city managers and planners to identify individuals in each jurisdiction who would take responsibility for completing the survey (and to encourage them to do so). Data was collected between September 2005 and September 2006. Once the surveys were received, the data was entered into a standardized template for each city or county. Many of the survey responses came with substantial paperwork (codes, regulations, etc.) to supplement the survey answers, that also needed to be summarized in the template format. Where a survey response was incomplete, researchers conducted an analysis of city codes and policies to identify the answer to specific questions.

We encountered barriers in getting several cities to respond to the survey. The reasons for this ranged from (a) limited staff time, (b) failure of the survey to arrive on the desk of the person most capable of completing it, (c) the absence of a staff member who was aware of the city's policies toward child care, (d) a perception that the city has few child care providers and no regulations relating to child care, to (d) a stated desire not to participate (in one case). By employing follow up calls and emails, we were able to overcome these barriers, achieving a ninety percent response rate from nineteen of the twenty-one jurisdictions.

Summary

This inventory represents an important aggregate of information critical to child care capacity in San Mateo County, summarizing and compiling planning policies and practices that were formerly not easily accessed or well understood. Suggested uses for this report include: 1) Dissemination to staff at 4Cs who work directly with child care providers in San Mateo County so that they can use this report as a tool to assist new and expanding providers in specific cities, 2) Circulation of the report to experts in the child care field to brainstorm ways to address child care planning issues at the city and county level, and 3) Discussion with city planners and other city staff to identify best practices and refine city policy.

Town of Atherton

– *No data (survey not returned)* –

City of Belmont

www.belmont.gov

Planning Department

Community Development
One Twin Pines Lane
(650) 595-7416

Fire Department

South County Fire Authority
(650) 802-4255

Business License Information

Finance Department
(650) 595-7436

Permit Center

(650) 595-7416

Hearing: The city does not require public hearings but has held neighborhood meetings to allow residents to express concerns/ideas.

Appeal Process: N/A

Appeal Fee: N/A

Approximate time for Approval: N/A

Business License Fee: \$236 plus \$24 for each full time employee and \$11 for each part time employee.

Fire Inspection/Fee: Conducted by Fire District (South County Fire Authority.) Fee is \$218. No annual inspection required.

proactively work with neighbors to mitigate any issues or concern whenever possible.

Traffic: Surrounding traffic flow/patterns examined as part of CUP; staff will work with center operator and neighbors to create a Traffic Control Plan.

Noise: Must follow City noise ordinance – no special stipulations for child care providers.

Hearing: Triggered by CUP process, conducted, approved and/or denied by Planning Commission. Owners within 100 feet are notified.

Appeal Process: (1) Submit written appeal of Planning Commission’s decision along with required fees to the Community Development Department Director. (2) Attend public hearing in front of City Council.

Appeal Fee: \$650.

Approximate time for Approval: 60 days for review.

Business License: \$236 plus \$24 for each full time employee and \$11 for each part time employee.

Fire Inspection/Permit Fee: N/A

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Zones: Residential.

Permit: Permitted Use.

Fee: N/A

Application: N/A

Impact requirements:

Traffic/Circulation: Although not specifically required by the city’s Zoning Ordinance, the city has previously worked with Large Family Day Care operators and neighbors to establish an appropriate traffic & circulation plan for child care patrons.

CHILD CARE CENTERS

Definition: No minimum capacity required.

Zones: Residential and allowed (permitted use) in Schools and Compatible Uses Zones.

Permit: Conditional Use Permit

Fee: \$4,296

Impact requirements: *Parking* (Zoning Ordinance, Section 8): Single Family Residential Property – 2 covered garage parking spaces and two uncovered spaces in driveway. One parking space per employee. Parking and noise are often the biggest concern for surrounding neighbors and the city looks to the child care operator to

City data reported in 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of Brisbane

www.ci.brisbane.ca.us

50 Park Place

Brisbane 94005



Application: Owners within 300 feet are notified of the application.

Impact requirements: No specific requirements; standard use permit findings regarding general plan compliance and general health, safety and welfare concerns.

Hearing: Planning Commission hearing required in all cases.

Appeal Process: (1) Submit appeal application and fee by deadline. (2) Hearing scheduled before City Council with notice to property owners within 300 feet. (3) Council renders decision.

Appeal Fee: \$1,325

Approximate time for Approval: 3 weeks

CHILD CARE CENTERS

Definition: 7 or more children.

Zones: Residential, Neighborhood Commercial, Trade Commercial

Permit: Conditional use permit.

Fee: \$263.

Application: Use Permit application available at city

website under City Departments: Community Development: Planning: Applications.

Impact requirements: No specific requirements; standard use permit findings regarding general plan compliance and general health, safety and welfare concerns.

Hearing: Owners within 300 feet are notified. Planning Commission approves or denies.

Appeal Process: (1) Submit appeal application and fee by deadline. (2) Hearing scheduled before City Council with notice to property owners within 300 feet. (3) Council renders decision.

Appeal Fee: \$1,325.

Approximate time for Approval: 3 weeks.

Business License: Not required for Family Child Care Homes or Child Care Centers.

City data reported in October 2005. Fees and process should be used as general guidelines, and could be subject to change.

SMALL FAMILY CHILD CARE HOMES

Definition: Up to 6 children.

LARGE FAMILY CHILD CARE HOMES

Definition: More than 6 children.

Permit: Allowed with modified Conditional Use Permit in Residential and Downtown Brisbane Neighborhood Commercial (NCRO-2) zones.

Fee: \$263.

City of Burlingame

www.burlingame.org

Planning Department

501 Primrose Road

Burlingame 94010

(650) 558-7250

www.burlingame.org/planning/application/application.htm

Fire Department

Central Fire Department

(650) 558-7618

Business License

Information

Finance Department

(650) 558-7210

www.burlingame.org/finance/licenses.htm

Building Inspection

(650) 558-7260

Code 25.70.040). Traffic study required as part of environmental review document. Noise study by noise engineer required; cannot raise noise level 5dBA at property line. Drop-off and pick-up must be addressed.

Hearing: Owners within 300 feet are notified. Planning Commission approves or denies.

Appeal Process: City Council sets date for appeal hearing at their next meeting; notice is mailed 10 days in advance of hearing at their future meeting.

Appeal Fee: \$250.

Approximate time for

Approval: 4-6 months depending on controversy and timeliness of submittals.

CHILD CARE CENTERS

Zones: Residential, Commercial, Mixed Use, Anza Point South District and Inner Bayshore District (Bayfront Area).

Permit: Conditional use permit.

Fee: Generally \$2,505 (includes \$870 CUP, \$1,535 + environmental review consultant, \$100 noticing); special circumstances would add fees.

Impact requirements: One parking space for each 50 square

feet of instruction area (Municipal Code 25.70.040). Traffic study required as part of environmental review document. Noise study by noise engineer required; cannot raise noise level 5dBA at property line. Drop-off and pick-up must be addressed.

Hearing: Owners within 300 feet are notified. Planning Commission approves or denies.

Appeal Process: City Council sets date for appeal hearing at their next meeting; notice is mailed 10 days in advance of hearing at their future meeting.

Appeal Fee: \$250.

Approximate time for

Approval: 4-6 months depending on controversy and timeliness of submittals.

Business License: \$100 flat fee for all businesses.

Fire Inspection/Permit Fee:

Pre-inspection fee \$50 for <25 children; \$100 for >25. Annual inspection/fee required: \$110.

City data reported in October, 2005. Fees and process should be used as general guidelines, and could be subject to change.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Zones: Residential, Commercial, Mixed Use, Anza Point South District and Inner Bayshore District (Bayfront Area).

Permit: Conditional use permit.

Fee: Generally \$2,505 (includes \$870 CUP, \$1,535 + environmental review consultant, \$100 noticing); special circumstances would add fees.

Impact requirements: One parking space for each 50 square feet of instruction area (Municipal

Town of Colma

www.colma.ca.gov

Planning Department
Code Enforcement &
Business License
1190 El Camino Real
(650) 985-2590
planning@colma.ca.gov

Fire Department
50 Renier Street
(650) 755-5666

Permit Center
Building Permits
(650) 757-8888

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: More than 8 children.

Zones: Residential.

Permit: Non-discretionary/Administrative. Approved/denied by City Council.

Fee: \$100.

Approximate Time for Approval: 15 days.

Impact Requirements: Call Planner for relevant code.

Hearing: Triggered by appeal of administrative permit by applicant or adjacent property owners; property owners within 300ft informed of hearing conducted by City Council.

Appeal Process: (1) Submit appeal to Planning staff. (2) Public notice sent to property owners within 300ft of site. (3) Public hearing at City Council.

Hearing Appeal Fee: \$0.

Business license: Town-wide flat fee of \$25 per year.

Fire Inspection/Permit Fee: Conducted by Colma Fire district at no cost; not required annually.

CHILD CARE CENTERS

Definition: Not defined.

Zones: Commercial. No “by-right” or administrative/non-discretionary permit zones.

Permit: Conditional Use Permit.

Fee: \$1500 (deposit).

Impact Requirements: No codes specific to parking, traffic, density or noise.

Approximate Time for Approval: 12 weeks.

Hearing: Triggered by CUP process; owners within 300-500 feet. are notified; conducted by City Council.

Appeal Process: Same as Large FCCH.

Appeal Fee: \$0.

Business License: City-wide Business Registration Fee - \$25/year.

Fire Inspection/Permit Fee: Conducted by Colma Fire district at no cost; not required annually.

City data reported in 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of Daly City

www.ci.daly-city.ca.us

Planning Department
 Dept. of Economic and
 Community
 Development
 330 90th Street
 (650) 991-8033

Fire Department
 (650) 991-8138

**Business License
 Information**
 Finance Department
 (650) 991-8088

parking space kept available for the parking of an assistant [unless assistant resides in family child care home.] Zoning

Administrator can use discretion to approve a deviation if alternatives to requirements exist. *Traffic/Circulation:* Cars can't block neighbors' driveways or double park.

Noise: Prolonged/abnormally loud noises for residential zone are not allowed. Periodic sounds of children shall be considered customary in single-family residential zones [from 7am to 7 pm]. Limitations on hours of outside play may be imposed if requested by resident or property owners w/in public notice area; however, in no event shall hours of outdoor play be less than 4 hours per day.

Spacing/Concentration: Large family child care homes must be at least 300 feet apart and there cannot be more than one fronting the same street within the same block. Planning Division can allow minor deviations if finding can be made that no lot or home will be impacted by more than one child care facility.

Hearing: Triggered by adjacent property owners within 100 feet. Approved/denied by Zoning Administrator.

Appeal Process: (1) Applicant can appeal within 10 days of date of decision, submit appeal in writing. City Council reviews. (2) City Council holds 1 public hearing within 90 days of appeal filing. Notifies by mail all property owners within 100 feet. (3) Zoning Administrator writes report of recommendations and findings for City Council to review. City Council then affirms/denies recommendations.

Appeal Fee: \$100.

Approximate time for Approval: About 90 days.

Business License Fee: \$100 (flat fee).

Fire Inspection/Fee: North San Mateo County Fire District - \$198 for inspection. Annual permit/inspection required thereafter - \$99.

CHILD CARE CENTERS

Definition: No minimum/maximum.

Zones: Residential, commercial, industrial, mixed-use. Allowed by-right in all commercial and industrial zones (subject to underlying development standards.)

Permit: Conditional Use Permit.

Fee: \$1,200.

Application: Reviewed in 90-120 days.

Impact requirements: *Parking:* For Commercial/Industrial Zones - 1 parking space per employee and one space for every 10 children.

Traffic, Noise: No established standards, but specific project related conditions may apply.

Hearing: Triggered by CUP. Conducted by Planning Commission and City Council. Owners within 300ft are notified.

Appeal Process: (1) All use permits are reviewed and approved by the City Council – no appeal process. Affected party can request a reconsideration after findings are adopted.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: More than 8 children.

Zones: Residential.

Permit: Modified Conditional Use Permit.

Fee: \$75.

Application: Reviewed within 14 days.

Impact requirements:

Parking: Large family child care homes shall be allowed only when there is adequate off-street or on-street parking which may consist of the following: driveway at least 19ft long by 5 feet wide [so can be used for loading / unloading of children], OR if street is wide enough to have a parking lane. If there are 4 or more infants (less than 18 mo. Old.) there shall be an off-street

(2) Written request for reconsideration must be received within 14 days after adoption of findings. Request is then presented to City Council at meeting; any member of the Council that voted with the majority can make a motion to reconsider, then all vote. If no one makes the motion, or if motion dies during vote, reconsideration is ended. (3) If motion is made and passed, then the matter is re-noticed, and the substantive issues raised that engendered reconsideration (plus

all else) is heard at the re-noticed hearing of that matter.

Appeal Fee: None for the reconsideration.

Approximate time for

Approval: N/A

Business License: Required – businesses with \$100,000 or less in gross receipts pay \$100 (flat fee.) More than \$100,000 pay \$100 plus 0.1% of the dollar value exceeding \$100,000. Non-profit

organizations are exempt, no fee required.

Fire Inspection/Fee: North San Mateo County Fire District - \$198 for inspection. Annual permit/inspection required thereafter - \$99.

City data reported in 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of East Palo Alto

www.ci.east-palo-alto.ca.us/welcome.html

Planning Department

1960 Tate Street
(650) 853-3185

Fire Department

www.menlofire.org
300 Middlefield Rd
Menlo Park, CA 94025
(650) 688-8400

Business License Information

Finance Department
2415 University Avenue
(650) 853-3100

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: More than 12.

Zones: Residential, Planned Unit Development.

Permit: Modified Conditional Use Permit or face misdemeanor charge (9.20.070).

Fee: \$0.

Approximate Time for

Approval: 6 weeks.

Impact Requirements: *Noise:* 8.52.320, 8.52.330 – follows

citywide exterior and interior noise regulations (varying dBA levels per category – not child care specific).

Hearing: Triggered by permitting process, conducted by Planning Commission. Only the adjacent owners are notified.

Appeal Process: May appeal within 15 days to Planning Commission. Planning Commission will render decision within 45 days of said hearing on the appeal.

Hearing Appeal Fee: \$30 for residents, \$1803 otherwise.

Business license: Yes, accompanies permit; mandated by Section 6507.9.4(b)(c); \$50 for gross receipts between \$0-1,000, \$125 with receipts \$1,000 - \$100,000, etc.

Fire Inspection/Permit Fee: Conducted by Menlo Park Fire Dept. and City of EPA, although not required unless specified by the Planning Commission in renewal hearing.

CHILD CARE CENTERS

Definition: 1 child or more.

Zones: Residential, called: “Community Open Space Preservation District” (Section 6227). No “by-right,” administrative/non-discretionary permit zones.

Permit: Conditional Use Permit.

Fee: \$3,675.

Approximate Time for

Approval: 6 weeks.

Impact Requirements: One parking space for each classroom, plus 1 per each 100 square feet in Auditorium, or any space so used. (Section 6119 – specific “schools”). Density and space restrictions based on building square footage. Noise regulations subject to noise standards (limit of 55-70 dBA exterior during the day, 45-55 interior); see 8.52.320.

Hearing: Triggered by CUP process, conducted by Planning Commission. Owners within 300 feet are notified.

Appeal Process: May appeal within 15 days to Planning Commission. Planning Commission will render decision within 45 days of said hearing on the appeal.

Appeal Fee: \$30 for residents, \$1803 otherwise.

Business License: Yes, accompanies permit; mandated by Section 6507.9.4(b)(c); \$50 for gross receipts between \$0-1,000, \$125 with receipts \$1,000 - \$100,000, etc.

Fire Inspection/Permit Fee: Conducted by Menlo Park Fire Dept. and City of EPA, although not required unless specified by the Planning Commission in renewal hearing.

City data reported in September, 2006. Fees and process should be used as general guidelines, and could be subject to change.

City of Foster City

www.fostercity.org

Planning Department

Community Development Department
City Hall
610 Foster City Blvd.
(650) 286-3236
Planning/Code Enforcement Division
(650) 286-3225

Fire Department

(650) 286-3350

Business License Information

Finance Department
(650) 286-3262

Building Inspection

(650) 286-3227

Application: Reviewed in one week.

Impact requirements: N/A

Hearing: N/A

Appeal Process: N/A

Appeal Fee: N/A

Approximate time for

Approval: N/A

Business License Fee: Based on gross receipts. If \$33,000 or less, then fee is \$46.20. If \$33,333.01 or more in gross receipts multiply by .00075. Maximum fee is \$3,750 + \$21.20 processing fee.

Fire Inspection/Fee:

Inspection required, no fee. Annual fire permit/inspection is required at \$84.90.

CHILD CARE CENTERS

Definition: More than 12 children.

Zones: Residential, Commercial, Mixed-Use, Public Facility.

Permit: Conditional Use Permit. Not allowed in any zones by-right or with administrative/non-discretionary permit.

Fee: \$900.

Impact requirements: *Parking:* 1 space per staff member plus 1 space per 5 children.

Additional factors considered: Landscaping, setbacks, parking, noise complaints.

Hearing: Triggered by CUP process, conducted, approved/denied by Planning Commission. Owners within 300 feet are notified.

Appeal Process: (1) Appeal must be filed within 10 days. (2) City Council hearing and decision on appeal.

Appeal Fee: \$106.10.

Approximate time for

Approval: Reviewed in 6-8 weeks.

Business License: Based on gross receipts. If \$33,000 or less, then fee is \$46.20. If \$33,333.01 or more in gross receipts multiply by .00075. Maximum fee is \$3,750 + \$21.20 processing fee.

Fire Inspection/Fee:

Inspection required, no fee. Annual fire permit/inspection is required at \$84.90.

City data reported in August, 2006. Fees and process should be used as general guidelines, and could be subject to change.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: 12 to 14 children.

Zones: Residential.

Permit: Permitted Use.

Fee: \$0.

City of Half Moon Bay

– No data (survey not returned) –

City of Hillsborough

www.hillsborough.net

Planning Department
Town Hall
1600 Floribunda Ave
(650) 375-7411
M-F 8 a.m.-5 p.m.

Fire Department
(650) 375-7422

Business License Information
Finance Department
(650) 375-7400

Building Inspection
(650) ???

Impact requirements: (listed in Zoning Code Article 39).

Fee: \$400, plus \$200 notification cost if neighbor requests public hearing.

Time: 4-6 weeks.

CHILD CARE CENTERS

Zones: In RH, R-1, R-2 and R-3 zones, only allowed in public/quasi-public buildings with a CUP; allowed with CUP in other residential zones, and non-residential zones. Permitted as accessory use in non-residential zoning districts when operated in conjunction with adjoining businesses and mainly used by employees.

Permit: Conditional Use Permit.

Fee: \$400, plus \$200 notification cost.

Hearing: Property owners within 300ft notified of hearing before Zoning Administrator

Appeal Process: Appellant must submit appeal letter and fee within 7 days of decision of Zoning Administrator. Appeal is heard by City Council who can deny the appeal or reserve decision of ZA.

Appeal Fee: \$100.

Approximate time for Approval: 6-8 weeks.

Business License: Required of large family child care homes and child care centers; non-profit agencies exempt. Fees based on number of employees.

SMALL FAMILY CHILD CARE HOMES

N/A

Large FAMILY CHILD CARE HOMES

Permit: Administrative permit.

City data reported in September, 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of Menlo Park

www.menlopark.org

Planning Department

Community Development, Public Counter
701 Laurel Street
(650) 330-6702
www.menlopark.org/departments/dep_planning.html

Fire Department

Menlo Park Fire District (separate district)
300 Middlefield Road
(650) 688-8400

Business License Information

Finance Department
(650) 330-6642

Building Inspection

701 Laurel Street
(650) 330-6704

day care home permit shall be given to residents of property adjoining said proposed child day care home.

The permit, when granted by the department of community development, is effective ten days after the giving of said written notification. If within said ten-day period written objection is made to the issuance of the permit, a hearing on said objection shall be held by the director of community development, or his designee, after which he may affirm, reverse or modify the action. Any decision by the director shall be appealable as if it were action of the planning commission. (Ord. 546 § 1(3), 1973).

Hearing Appeal Fee: N/A

Business license: Homes with 8 or more children are required to pay a fee based on gross receipts.

Fire Inspection/Permit Fee:

Menlo Park Fire Protection District and Building dept. conducts inspections; fee not reported.

CHILD CARE CENTERS

Zones: Residential, Commercial, Industrial, Mixed Use.

Permit: Conditional Use Permit.

Fee: \$1,250 deposit plus payment of all costs above the deposit on time and materials basis.

Approximate Time for Approval: 3 months.

Impact requirements:

Parking requirements: Based on the underlying zoning district in which the facility is located.

Requirements, listed in the Zoning Ordinance available on website, create a baseline for consideration in the use permit review process. Approved parking may be based on the specific operation of the facility, including size, number of children, number of caretakers, etc.

Traffic: Through the use permit process, analysis is conducted of access to the parking and drop-off and pick-up locations, primarily to ensure safety and limited impacts to surrounding streets and properties.

Noise: Limited to 60 dBA during daytime hours (7:00am to 10:00pm) and 50 dBA during nighttime hours at a residential property line. The noise level may be exceeded through the use permit review process. (Noise ordinance: Chapter 8.06 of the Municipal Code, available on website.)

See website for additional requirements.

Hearing: Planning Commission hears and approves/denies permit. Property owners and occupants within 300 feet. are informed.

Appeal Process: (1) Appellant files a letter appealing the decision of the Planning Commission. (2) Appeal is filed for a public hearing with the City Council within 45 days (to the extent feasible) of the appeal request. (3) Public hearing notice is prepared, published in the local newspaper and sent to all owners and residents within 300 feet ten days prior to the hearing. (4) Council staff report is prepared and distributed with the agenda 5 days prior to the meeting. (5) Council public hearing is held and a decision rendered.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Zones: Residential, commercial, industrial, mixed-use.

Permit: Permitted Use.

Fee: \$0.

Time: No review process.

Hearing: 16.08.085 Child day care home. A child day care home ... may be a home occupation and as such is a permitted use in any residential district; provided, however, that written notification of an application for such a child

Appeal Fee: \$110 if a Menlo Park resident appeals a decision on someone else's project; \$250 deposit plus payment of fees based on staff hourly billing rate for all other appeals.

Approximate time for Approval: 3 months.

Business License: Required of all centers. Fees based on gross receipts (e.g. \$50,000-75,000, fee is \$100 annually).

Fire Inspection/Permit Fee: Menlo Park Fire Protection District and Building dept. conducts inspections; fee not reported.

City data reported in November, 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of Millbrae

www.ci.millbrae.ca.us

Planning Department
Community
Development Dept.
621 Magnolia Ave.
(650) 259-2443

Fire Department
511 Magnolia Ave.
(650) 259-2400

**Business License
Information**
Finance Department
(650) 259-7352

Building Inspection
(650) 259-2330

Impact requirements: Facility is in compliance with building standards issued by the State Fire Marshal regarding fire and life safety pursuant to applicable state laws and regulations.

Hearing: Planning Commission hearing, if requested in writing by the applicant or other affected person receiving notice of the application (100 foot radius of the exterior boundary of the proposed location).

Appeal Process: (1) Submit to the City Clerk a written request for an appeal of the Planning Commission's decision to the City Council. (2) City Council shall set the matter for a public hearing. (3) The Planning Commission is notified of the appeal and the Commission shall submit a report to the Council setting forth the reasons for their action. Appeal concerns itself with the interpretation of or determination under the provision of Chapter 10.05 of the Millbrae Muni. Code.

Appeal Fee: \$424 plus \$302 legal notice = \$726.

**Approximate time for
Approval:** 1 week.

CHILD CARE CENTERS

Zones: Residential, Commercial, Industrial, Mixed-Use, Planned Development.

Permit: Conditional Use Permit.

Fee: \$1,286.

Hearing: Planning Commission hears. Property owners within 300-500 feet notified.

Appeal Process: (1) Submit to the City Clerk a written request for an appeal of the Planning Commission's decision to the City Council. (2) City Council shall set the matter for a public hearing. (3) The Planning Commission is notified of the appeal and the Commission shall submit a report to the Council setting forth the reason for their action. Notice shall not be required provided the appeal concerns itself with the interpretation of or determination under the provision of Chapter 10.05 of the Millbrae Muni. Code.

Appeal Fee: \$424 plus \$302 legal notice = \$726.

**Approximate time for
Approval:** 1 week.

Business License: Required of large family child care homes and child care centers. Fee is \$64 + \$4.25 for each employee, including business owner.

*City data reported in
November, 2005. Fees and
process should be used as
general guidelines, and could
be subject to change.*

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: 7-12 children allowed "in any single-family district."

Permit: Requirements in Muni Code 10.05.1480 Child Care Permits.

Time: 1 week review.

Fee: \$150.

City of Pacifica

www.ci.pacifica.ca.us

Planning Department
Planning and Economic
Development Dept.
1800 Francisco Blvd
(650) 738-7341

Fire Department
North County Fire Dept
(650) 738-7450
Large Family Child Care
Home Fire Inspection
Checklist
[www.northcountyfire.org/PDF/Files/FD-322 Large Family Day-Care Regulation Checklist.pdf](http://www.northcountyfire.org/PDF/Files/FD-322%20Large%20Family%20Day-Care%20Regulation%20Checklist.pdf)

Business License Information
Finance Department
170 Santa Maria Avenue
(650) 738-7392

Building Inspection
(650) 738-7340

Fee: \$1,650 (deposit) to file application.

Time: Varies (depends on specifics of use, location, etc.)

Hearing: CUP requires a public hearing to obtain permit, conducted by Planning Commission. Property owners within 300 feet. are notified.

Hearing Appeal Fee: \$100 for non-applicant (applicant pays processing cost on hourly basis).

Impact Requirements:
Parking: One parking space per employee –nursery schools & grade schools under Article 28.
Other: Additional barriers include landscaping and setbacks (depends on zoning district.)

Business license: A flat rate of \$40 per first \$25,000 in gross receipts, plus .00057 per additional \$1,000.

Fire Inspection/Permit Fee: Required; \$50 for 25 or fewer occupants, \$100 for 26 plus.

CHILD CARE CENTERS

Zones: Residential, Commercial, Industrial, Mixed-Use. Centers / preschools can exist in residential zones if 12 children or less, by right or with administrative/non-discretionary permit (conditions not specified).

Permit: Conditional Use Permit.

Fee: \$1,650 deposit.

Application: Planning permit process @ www.ci.pacifica.ca.us/CITYHAL/L/sub_plan.html

Impact requirements: *Parking:* 1 space per employee.

Hearing: Owners within 300-500 feet notified; Planning Commission hears.

Appeal Process: Appellant completes form in City Clerk's office within 10 calendar days of Planning Commission decision; City Council holds public hearing and upholds or overturns PC decision.

Appeal Fee: \$100 for non-applicant; applicant continues to pay processing cost on hourly basis (from deposit).

Approximate time for Approval: Varies depending on specifics of use, location, etc.

Business License: Required of large family child care homes and child care centers. Fees based on gross receipts: \$40 for first \$25,000; \$.00057 for each \$1,000 over \$25,000.

Fire Inspection/Permit Fee: \$50 fee for 25 or fewer children; \$100 for 26 or more. Annual inspection/fee required.

City data reported in October, 2005. Fees and process should be used as general guidelines, and could be subject to change.

SMALL FAMILY CHILD CARE HOMES

Definition: By right in Residential zones.

LARGE FAMILY CHILD CARE HOMES

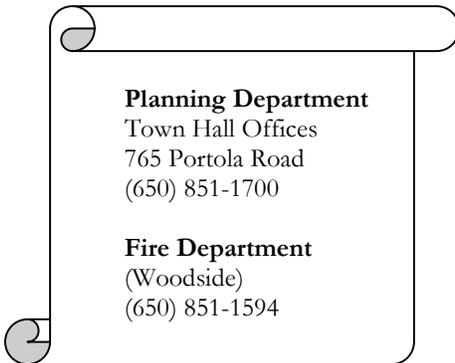
Definition: By right in Residential zones if 12 children or less.

Zones: Can operate in residential, commercial, industrial and mixed-use.

Permit: Conditional Use Permit (not modified).

Town of Portola Valley

www.portolavalley.net



SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

N/A

CHILD CARE CENTERS

Permit: Conditional Use Permit.

Fee: Filing fee - \$420; deposit for services is \$7,500.

Application: Application reviewed in 1 to 4 months by Town Planner and staff. Submits report to Planning Commission at least 5 days before public hearing.

Hearing: Planning Coordinator notifies all property owners within 300 feet.

Appeal Process: (1) Appeal considered by Town Council. (2) If the denial is not appealed, then no application for a CUP for same/similar use or site may be filed within one year of the date of denial.

City data reported in December, 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of Redwood City

www.redwoodcity.org

Planning Department
1017 Middlefield Rd.
(650) 780-7234
M-F 8 a.m.-5 p.m.

Fire Department
(650) 780-7400

Building Inspection
(650) 780-7350

Business Tax
Finance Department
(650) 780-7214

not block the public sidewalk or right-of-way.

Traffic: Residences located on major arterial or collector streets must provide a drop-off/pick-up area. The residential driveway may be used as the drop off/pick-up area. The Large Family Child Care Home operation shall not result in cars blocking neighbors' driveways.

Noise: Outdoor play time shall be limited to the hours from 9:00am to 7:00pm.

Other: Any permanently installed playground apparatus (swings, jungle gym, etc.) shall conform to setback requirements for accessory structures in that particular residential zoning district.

Fee: \$400, plus \$2230 if public hearing is requested by neighbor.

Time: 4-6 weeks.

CHILD CARE CENTERS

Zones: In RH, R-1, R-2 and R-3 zones, only allowed in public/quasi-public buildings with a CUP; allowed with CUP in other residential zones, and non-residential zones. Permitted as accessory use in non-residential zoning districts when operated in conjunction with adjoining businesses and mainly used by employees.

Permit: Conditional Use Permit (or exception above).

Fee: \$2,630.

Impact requirements: Same as for Large FCC.

Hearing: Property owners within 300ft notified of hearing before Zoning Administrator.

Appeal Process: Appellant must submit appeal letter and fee within 7 days of decision of Zoning Administrator. Appeal is heard by City Council who can deny the appeal or reserve decision of ZA.

Appeal Fee: \$100.

Approximate time for Approval: 6-8 weeks.

Business License: Required of large family child care homes and child care centers; non-profit agencies exempt from tax but need license. Fees based on number of employees. \$37 base fee plus \$24 per owner and employee.

Fire Inspection/Permit Fee: \$44; annual permit/inspection \$44.

SMALL FAMILY CHILD CARE HOMES

Permitted outright in a legal dwelling unit in any zoning district.

LARGE FAMILY CHILD CARE HOMES

Permit: Modified Conditional Use Permit required.

Impact requirements: (Listed in Zoning Code Article 39.)

Parking: Provide, at a minimum, one off-street parking space per employee of driving age not living at the residence. The residential driveway approach is acceptable if the parking space will not conflict with any required child drop-off/pick-up area and does

City data reported in October, 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of San Bruno

www.sanbruno.ca.gov

Planning Department
567 El Camino Real
(650) 616-7074

Fire Department
555 El Camino Real
(650) 616-7096

Building Inspection
Building Division
(650) 616-7076

Business Tax
Finance Department
(650) 616-7083

Zoning Codes
<http://qcode.us/codes/sanbruno/>

Impact requirements: *Parking:*

Garage must be utilized for resident parking, driveway should be used for parent pickup. The operator of the facility will provide an area on the lot for parking or stopping of vehicles to allow children to be picked up or dropped off within thirty minutes before and after the hours of the day when child care will be provided. (Zoning Ordinance 12.84.200)

Traffic/Circulation: Parents should not honk horns, should walk their children to and from the child care, and should not block any driveways. Parents should not use other driveways to turn around.

Noise: Children should be supervised to keep the noise at a reasonable level.

Permit: Not allowed by-right or with an administrative/non-discretionary permit in any zones. All child care centers are required to get a use permit.

Zoning Code 12.84.080: School district or other public agency buildings which have hereto been used for school or other public purposes which are situated on one or more contiguous lots entirely surrounded, abutted, or adjoined by residential and/or open space zones may be used for a child care center (not subject to a use permit).

Fee: \$1,316.

Impact requirements: *Parking:*

Three parking spaces, plus space for every employee.

Density/Space: Restrictions based on building square footage.

Hearing: Triggered by use permit, owners within 300 feet are notified. Planning Commission approves / denies permit.

Appeal Process: (1) Appeal to City Council. (2) Notice City Council meeting. (3) Hold City Council meeting.

Appeal Fee: Unknown.

Approximate time for Approval: Reviewed in 2 months.

Business License: Unknown.

Fire Inspection/Permit Fee: Same as for Lg. FCC.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: 7 to 14 children.

Zones: Residential.

Permit: Modified Conditional Use Permit.

Fee: \$1,116.

Application: Reviewed in 6 weeks. An application for a use permit for a large family child care home shall be made by the owners of the property, lessee, purchaser in escrow, or optionee with the consent of the owners on a form prescribed by the city and shall be filed with the planning director. The application shall be accompanied by a required fee.

Hearing: Triggered by the Use Permit; required by policy and code. Property owners within 300 feet are notified. Conducted, approved/denied by Planning Commission.

Appeal Process: (1) Appeal to City Council. (2) Notice City Council meeting. (3) Hold City Council meeting.

Appeal Fee: \$225.

Approximate time for Approval: Unknown.

Fire Inspection/Fee: Required for permit. Conducted by San Bruno Fire Department at \$125 an hour. Not required annually.

CHILD CARE CENTERS

Definition: More than 6 children in residential.

Zones: Residential.

City data reported in 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of San Carlos

Planning Department

600 Elm Street
(650) 802-4363

Fire Department

Belmont-San Carlos
(650) 802-4252

Business Registration

Finance Department
(650) 802-4206

Building Inspection

650-802-4261

Municipal Code

www.codepublishing.com/CA/sancarlos.html

Planning Commission as appropriate in conjunction with other discretionary decisions (San Carlos Municipal Code 18.140.040). If on-site parking is not available for use, shared parking agreements are considered by Planning Commission when feasible, as well as other parking exceptions.”

Traffic/Circulation: Child care homes are not considered uses that will generate a substantial increase in traffic, therefore, standard traffic or circulation requirements are not specified in the code. Each proposal reviewed case-by-case and conditions may be imposed if assessment suggests possible negative impact. *Noise:* Ch. 9.30 – states no noise in excess of 10dBA above local ambient may emanate from any property, as measured at a distance of 49 feet beyond property line. Child care facilities are not specified in General Plan – needs to be consistent with similar use in area located, not to exceed “normally acceptable” range.

Spacing/Concentration: No code specific to child care. Should there be an influx of such uses within a specific area, a moratorium could be set. However, because most locations require a CUP, the approval is discretionary. Planning Commission therefore has ability to deny due to over-saturation. *Additional Barriers:* Landscaping (if located in residential area, may be used to enhance privacy).

Hearing: All conditionally permitted uses in any zone require a public hearing, conducted, approved/denied by Planning Commission. Property owners within 300 feet are notified.

Appeal Process: (1) Aggrieved property owner files appeal and fees w/City Clerk office within 10 days of original approval date. (2) Planning Staff reviews appeal application and supporting documents. If application is complete, sets hearing date for City Council meeting. (3) Appeal request reviewed by City Council and decision is made.

Appeal Fee: \$1,325.

Approximate time for Approval: Permitted Use reviewed in 5 days. 6-8 weeks if Conditional; beneficial to submit a Preliminary Application to get feasibility feedback.

Business License Fee: Yes, determined by type of use and number of employees. Base Fee=\$69 + \$27 Per Owner / Employee (Min. \$131.00).

Fire Inspection/Fee: Conducted by South County Fire Authority, \$100. No annual permit required, no fee.

CHILD CARE CENTERS

Definition: 6 or more children.

Zones: Residential, Commercial, Industrial, Mixed-Use.

Permit: Conditionally permitted in Multi-Family Residential Areas (SCMC 18.30), C-2 Central Commercial (SCMC 18.48), C-P Business Perimeter (SCMC 18.60), and by zoning administrator in M-1 Light Manufacturing District, provided it is incidental to the permitted use (SCMC 18.66). All require use permit by Zoning Admin. or Planning Commission.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: 7-10 children.

Zones: Residential.

Permit: Permitted and Modified CUP. Permitted in Single Family Residential (SCMC Chapter 18.28), with state license. Conditionally permitted in Multi-family Residential (SCMC Chapter 18.30).

Fee: \$176 (Permitted Use – single family residential). \$3,008 (Conditionally Permitted; includes all hearing and business regulation fees).

Impact requirements: *Parking:* Not specified for child care facilities. Falls under “Other” designation: “As specified by the

Fee: \$3,008 if Conditionally Permitted (includes all hearing fees, etc.).

Impact requirements: *Parking:* Same as for Large FCCH.
Traffic: Same as for Large FCCH. Plus, requirements and conditions may be imposed as they relate to loading and unloading of passengers, designating space in front of building, if necessary.
Noise: Same as for Large FCCH.

Hearing: Triggered by CUP process. Conducted,

approved/denied by Planning Commission or Zoning Administrator. Owners within 300 feet are notified.

Appeal Process: Same as for Large FCCH.

Appeal Fee: \$1,325.

Approximate time for Approval: Reviewed in 6-8 weeks.

Business License: Yes, determined by type of use and

number of employees. Base Fee= \$69 + \$27 Per Owner / Employee (Min. \$131.00).

Fire Inspection/Permit Fee: Same as Lg. FCC.

City data reported in 2005. Fees and process should be used as general guidelines, and could be subject to change.

City of San Mateo

www.cityofsanmateo.org/index.html

Planning Department
330 West 20th Avenue
(650) 522-7202

Fire Department
Building Department
(650) 522-7172
(Fire Inspection for Large FCCH or Building Permits for structural changes in any building)
Fire Prevention
(650) 522-7940
(Fire Inspection for Child Care Centers)

Business Tax
Finance Department
(650) 522-7113

Zoning Code definitions
(Title XXVII of Municipal Code)

27.04.130 COMMUNITY CARE FACILITY.

A "community care facility" means any place or building which is maintained and operated to provide twenty-four (24) hour non-medical residential care, or day care services for either children, adults, or both, limited to the following...

- b) Day Care Center. Day Care Center. A day care facility means any facility which provides non-medical care to persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a twenty-four (24) hour basis;
- c) Family Day Care Home. A family day care home means a facility which provides care,

protection, and supervision of no more than twelve (12) children in the caregiver's own home, for periods of less than twenty-four (24) hours per day, while the parents or guardians are away. (Ord. 1994-2 § 2, 1994; Ord. 1989-18 § 12, 1989; (Ord. 1987-33 § 2, 1987; Ord. 1985-17 § 6, 1985; Ord. 1982-22 § 5, 1982; Ord. 1978-18 § 16 (part), 1978; Ord. 1975-23 § 2, 1975).

SMALL FAMILY CHILD CARE HOMES

Definition: 0-8 children.

LARGE FAMILY CHILD CARE HOMES

Definition: 9-14 children allowed in any single-family district.

Permit: None; allowed by right.

Fee: N/A

Fire Inspection/Permit Fee: \$79.12 per hour (1/2 hr minimum).

CHILD CARE CENTERS

Zones: Residential, Commercial, Industrial, Mixed-Use, Planned Development.

Permit: Permitted in Commercial and Office (E1/E2) zones; Permitted with "Special Use Permit—Day Care Facilities" in public/quasi-public facilities in all Residential zones, or other buildings in all but R-1 and R-2 zones.

Fee: \$2,175 Planning fees= Special Use \$1,755, Categorical Exemption \$89; mail notification \$211, Newspaper pub fee \$120.

Impact requirements: *Spacing:* At least 300 feet from another child care center (except those in public/quasi-public facilities) *Parking:* Outdoor play areas enclosed with solid, six-foot high fence along property lines abutting residential uses. *Hours of operation:* Limited to weekdays, 6:30am-7:30pm (unless approved by a special use permit). *Traffic* study for new building construction of 10,000 sq. feet + and *Noise* study required.

Hearing: Planning Commission. Owners within 300-500 feet notified.

Appeal Process: (1) Within 10 days, file appeal with City Clerk and pay fee. (2) City Council holds appeal hearing and makes final decision.

Appeal Fee: \$177.

Approximate time for Approval: 3-4 months, includes building-related reviews.

Business Tax: Required of large family child care homes and child care centers. Fee is based on annual gross receipts (e.g. approx. \$86 for \$65,000-70,000 gross receipts).

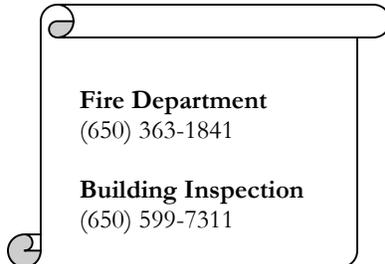
Fire Inspection/Permit Fee: \$79.12 per hour (1/2 hr minimum).

City data reported in 2005. Fees and process should be used as general guidelines, and could be subject to change.

County of San Mateo

www.co.sanmateo.ca.us

445 County Center, 2nd Floor
Redwood City, CA 94063
(650) 363-4161



SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: More than 6 children.

Zones: Residential, Commercial, wherever residential uses are allowed.

Permit: Non-discretionary / Administrative Permit

Fee: \$557.

Application: Reviewed in 1-2 months.

Impact requirements: *Parking:* One off-street parking space for each non-resident employee, one unobstructed loading space, maximum 3 cars parked at once for loading. (see Sections 6401.2.2(a)(5), (6) and (7))
Spacing/Concentration: Shall not be located within 300 feet of another operating, State-licensed large family child care home. If it is proposed to be located within

this distance, a discretionary use permit shall be required.

Other: Facility is not structurally altered so as to compromise its residential appearance, or deviate from residential character.

Additional Barriers: Not applicable. No use permit required, unless exception requested.

Hearing: Triggered when applicant requests an exception, which requires a use permit, and/or if it is required for the Coastal Development Permit (Coastal Zone only.) Conducted, approved/denied by Zoning Hearing Officer and property owners within 100 feet are notified.

Appeal Process: For Use Permit or Coastal Development Permit only; no appeals allowed for a Large Family Day Care Permit. 1) Planning Commission, 2) Board of Supervisors.

Appeal Fee: \$451

Business License Fee: Not required.

Fire Inspection/Fee: Conducted by the Building department. Cost = \$144. No annual inspection/permit.

CHILD CARE CENTERS

Definition: 12 children minimum.

Zones: Residential, Commercial, Mixed-Use and Institutional.

Permit: Allowed by-right in Institutional Districts (see Section

6290.4, Development Standards apply to all uses in the Institutional District).

Fee: \$4,650.

Application: Reviewed in 6 months or more.

Impact requirements: *Parking:* One space for each classroom, plus one space per 100 sq. feet of auditorium space.
Traffic: See Section 6290.4 (12); loading space may be required on-site.

Noise: Cannot exceed 80 dBA at any moment, for more than 30min in any hour, 70 dBA for more than 5 minutes in any hour during the day (7am to 10pm).
Other: Setback, signs, landscaping (used to enhance/soften building design), screening.

Hearing: Triggered by CUP process. Zoning Hearing Officer conducts, approves and denies hearing/permit. Owners within 300-500 feet are notified.

Appeal Process: (1) Planning Commission, 2) Board of Supervisors.

Appeal Fee: \$451.

Business License: The county does not issue business licenses.

City data reported in February, 2006. Fees and process should be used as general guidelines, and could be subject to change.

City of South San Francisco

www.ci.ssf.ca.us

Planning Department

315 Maple Ave
(650) 877-8535

Fire Department

480 No. Canal
(650) 829-6645

Business License Information

Finance Department
400 Grand Ave
(650) 877-8505

Building Inspection

(650) 829-6670

Traffic/Circulation: The facility must provide a drop-off/pick up area designed to eliminate conflict with residential traffic.

Noise: Cannot adversely affect adjoining residences nor be detrimental to the character of residential neighborhood.

Spacing/Concentration: Facility shall not be located within 300 feet of any other licensed Ig. FCCH. Exceptions may be granted with a use permit.

Other: Facility must be the principle residence of provider, use must be clearly incidental and secondary to the use of the property for residential purposes.

Additional Barriers: Standard setbacks for the zone apply.

CHILD CARE CENTERS

Definition: No minimum number is indicated.

Zones: Residential, Commercial, Industrial, Mixed-Use.

Permit: Allowed by-right in zones: R-3 (Multi-family), C-1 Retail Commercial, and D-C Downtown Commercial (unless closer than 200 feet from a residential zone in which case a CUP is required); and P-C Planned Commercial.

Fee: \$650 plus legal noticing.

Application: Reviewed in 2 months.

Impact requirements: *Parking:* 1 space per 5 children based on maximum enrollment. A safe drop-off/pickup area is also required.

Traffic: Any traffic study requirements would be determined on a case-by-case basis.

Depending on location, traffic impact fees may apply.

Density/Space: Restrictions based on square footage – Use is required to conform to state licensing requirements.

Noise: Use must comply with City Noise Regulations (SFFMC Ch. 8.32)

Other: Standard development requirements of particular zone (i.e. lot coverage, FAR, setbacks, height, landscaping and buffering). Additionally, development must comply with City Departments including engineering, Water Quality control (grading, drainage, etc.), Fire Dept. and Police Dept. (security, etc.).

Hearing: Triggered by CUP process and over-concentration

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: More than 8 children.

Zones: Residential, Commercial, Mixed-Use.

Permit: Non-discretionary or Administrative.

Fee: \$0, unless a Use Permit is required. CUP = \$650 plus legal noticing.

Application: 1 day unless CUP is required.

Impact requirements: *Parking:* An off-street parking space is required for every employee. Residential driveway may be used if not conflicting with required drop-off/pick-up area and does not block the public sidewalk.

Hearing: Triggered by over-concentration (another facility within 500 feet) or facility located in other than a residential zone. If so, Planning Commission oversees hearing, approves / denies permit. Property owners within 300-500 feet are notified.

Appeal Process: (1) File application within 15 days of Planning Commission action; identify reasons for appeal and provide supporting documentation. (2) City Council hearing set for appeal. (3) Present case at City Council hearing.

Appeal Fee: ½ of the original filing fee (\$325) plus legal noticing.

Business License Fee: \$75 plus \$5 for each employee, annually.

Fire Inspection/Fee: Conducted by SSF Fire Department, cost = \$100. Annual fire permit/inspection is required at a cost of \$125.

within a residential zone (another facility within 500ft). Planning Commission conducts, approves / denies. Owners within 500 feet are notified.

Appeal Process: Same as for Large FCCH.

Appeal Fee: 1/2 of the original filing fee (\$325) plus legal noticing.

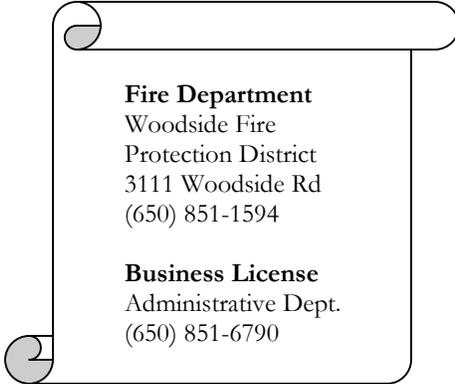
Business License Fee: \$75 plus \$5 for each employee, annually.

City data reported in September, 2006. Fees and process should be used as general guidelines, and could be subject to change.

Town of Woodside

www.woodsideside.org

P.O. Box 620005
Woodside, CA 94062
(650) 851-6790



Impact requirements: The town primarily utilizes septic tanks/systems. As the size of the system (leach field) is derived from the bedroom count, it is difficult to accommodate a group home.

Fire Inspection/Fee: The town does not have a fire dept. The fire district is responsible for enforcement of the fire code. Cost unknown.

Fee: \$1,790.

Application: Reviewed in 8 weeks.

Impact requirements: Unknown.

Hearing: Unknown.

Appeal Process: N/A

Appeal Fee: N/A

Business License: Required, \$120.

SMALL FAMILY CHILD CARE HOMES

N/A

LARGE FAMILY CHILD CARE HOMES

Definition: Not addressed in town ordinance.

CHILD CARE CENTERS

Definition: No threshold.

Zones: Ordinance allows private and parochial schools in all zoning districts. No mention of child care in ordinance.

Permit: The use listed under "Zoning" is allowed per a CUP.

City data reported in September, 2006. Fees and process should be used as general guidelines, and could be subject to change.

Summary Table for Large Family Child Care Homes

City	Permit Type	Permit Fee	Permit Timeline
Atherton	Unknown	Unknown	Unknown
Belmont	Permitted Use	\$0	N/A
Brisbane	Modified CUP	\$263	3 weeks
Burlingame	CUP	\$2,505 +	4-6 months
Colma	Non-discretionary / Administrative	\$100	15 days
Daly City	Modified CUP	\$75	14 days
East Palo Alto	Modified CUP	\$0	6 weeks
Foster City	Permitted Use	\$0	1 week
Half Moon Bay	Unknown	Unknown	Unknown
Hillsborough	Administrative	\$600	4-6 weeks
Menlo Park	Permitted Use	\$0	N/A
Millbrae	Child Care Permit	\$150	1 week
Pacifica	CUP	\$1,650 (deposit)	Varies
Portola Valley	Permitted Use	\$0	N/A
Redwood City	Modified CUP	\$400 +	4-6 weeks
San Bruno	Modified CUP	\$1,116	6 weeks
San Carlos	Permitted Use / Modified CUP	\$176 / \$3,008 (CUP)	5 days / 6-8 weeks
San Mateo (City)	Permitted Use	\$0	N/A
San Mateo (County)	Non-discretionary / Administrative	\$557	1-2 months
South San Francisco	Non-discretionary / Administrative (with exceptions)	\$0 (with exceptions)	1 day (with exceptions)
Woodside	Permitted Use	\$0	N/A

Summary Table for Child Care Centers

City	Permit Type	Permit Fee	Permit Timeline
Atherton	Unknown	Unknown	Unknown
Belmont	Conditional Use Permit	\$4,296	60 days
Brisbane	Conditional Use Permit	\$263	3 weeks
Burlingame	Conditional Use Permit	\$2,505 +	4-6 months
Colma	Conditional Use Permit	\$1,500 (deposit)	12 weeks
Daly City	Conditional Use Permit	\$1,200	90-120 days
East Palo Alto	Conditional Use Permit	\$3,675	6 weeks
Foster City	Conditional Use Permit	\$900	6-8 weeks
Half Moon Bay	Unknown	Unknown	Unknown
Hillsborough	Conditional Use Permit	\$600	6-8 weeks
Menlo Park	Conditional Use Permit	\$1,250 (deposit) +	3 months
Millbrae	Conditional Use Permit	\$1,286	1 week
Pacifica	Conditional Use Permit	\$1,650 (deposit)	Varies
Portola Valley	Conditional Use Permit	\$420 + \$7,500 (deposit)	1-4 months
Redwood City	Conditional Use Permit (some exceptions)	\$2,630	6-8 weeks
San Bruno	Conditional Use Permit (some exceptions)	\$1,316	2 months
San Carlos	Conditional Use Permit	\$3,008	6-8 weeks
San Mateo (City)	Permitted / Special Permit	\$2,175	3-4 months
San Mateo (County)	Conditional Use Permit (some exceptions)	\$4,650	6 months
South San Francisco	Permitted / Conditional Use Permit	\$650 +	2 months
Woodside	Conditional Use Permit	\$1,790	8 weeks