



**Department of Planning and Community Development**

**GUIDE TO THE LARGE FAMILY DAY CARE PERMIT**

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In accordance with State Law, the City of Agoura Hills requires that all large residential day care facilities (licensed by the State to care for seven (7) to twelve (14) children) to obtain a Large Family Day Care Permit from the City. The purpose of the Large Family Day Care Permit is to ensure that large family day care homes for children are compatible with the residential area and do not adversely impact the adjacent neighborhood. The requirements of the City's Large Family Day Care Permit apply to all existing and proposed large family day care facilities located within City limits.

**I. REQUIRED INFORMATION/MATERIALS**

1. One (1) completed copy of the "Planning Application Form"
2. Payment of the applicable filing fee (Refer to the "Guide to the Planning Permit Review Process");
3. One (1) copy of the State Child Care License;
4. A listing of the days and hours in which the day care service is provided. For the purposes of noise abatement, outdoor activities may only be conducted between the hours of 9:00 a.m. and 7:00 p.m. (or local sunset, whichever is earlier);
5. One (1) Site Plan of the subject property, drawn to scale and accurately dimensioned, which includes the following information:
  - A. Scale and north arrow. The Site Plan must be drawn to a scale of at least one (1) inch equal to twenty (20) feet (an alternate scale may be used if allowed by the Planning Department);
  - B. Property boundaries and dimensions;
  - C. The location of the residence, the yard areas, and fencing;
  - D. The location of outdoor play areas and equipment. Play structures are required to be located at least five feet (5') from the side property line, and at least ten feet (10') from the rear property line. No play structure may be located in the front yard; and

- E. The location of two (2) off-street parking spaces, which may be tandem in the driveway, for loading and unloading.

## **II. APPLICATION REVIEW PROCEDURES**

The Director of Planning and Community Development serves as the reviewing authority for Large Family Day Care Permit Applications. Applications are reviewed to ensure that the day care facility is not within three hundred (300) linear feet of another large day care facility located on the same street. If the Day Care Permit Application complies with the submittal requirements listed above and the performance standards of the Agoura Hills Municipal Code, the Director of Planning and Community Development will provide ten (10) days written notification to all property owners within a one hundred foot (100') radius of the proposed day care facility that he will make a determination on the submitted application. Unless the applicant or an affected party requests a hearing to be held on the application, no hearing will be held. If a hearing is requested, all property owners within a one hundred foot (100') radius will be given notice of the hearing. The applicant will be responsible for payment of the hearing fees, if requested.

## **III. NOTICE OF ACTION**

The Director of Planning and Community Development will serve notice of his action upon the applicant by mail.

## **IV. APPLICATION ASSISTANCE**

Should you have any questions regarding the Large Family Day Care Permit Application process, please contact the Department of Planning and Community Development at (818) 597-7309.