



Child Care Facility Permit Application

This application is available via e-mail in an electronic format to assist you in preparing the application.

Once you have submitted your application it will be reviewed for completeness. If the application is not complete, you will be contacted regarding additional materials or information needed. This review will be completed in approximately three weeks. A copy of the decision will be mailed to the addresses provided in the cover sheet.

Prior to opening a child care facility in Oceanside you need the following:

1. License from the State of California Community Care Licensing Division. Contact the Department of Social Services, Community Care Licensing, 7575 Metropolitan Drive, Suite 100, San Diego, California 92108-4402 for information. The phone number for Community Care Licensing is (619) 767-2200.
2. City of Oceanside Planning Department Child Care Facility Permit.
3. Business License from the City of Oceanside.
4. Building permits are required for tenant improvements.

NEW CONSTRUCTION

Construction of new facilities and/or expansion of an existing facility may require discretionary review and a public hearing. For further information, please contact the Planning Department at (760) 435-3520.

HELP

You are encouraged to work with the City's Child Care Coordinator. The coordinator is located in the Housing and Neighborhood Services Department at 321 North Nevada Street. The Child Care Coordinator may be reached at (760) 435-3374.

Please answer the questions, or attach the requested information for the items listed below.

1. Completed and attached "Application Cover Sheet". This sheet must be completed and **include all required signatures**.
2. Site Description: On a separate piece of paper, please describe the existing site. The description should include building size, number of existing and proposed parking spaces, access to the site, amount of play area, etc.
3. The State of California Community Care License number for the facility located at:
_____ is
_____. (If not available, to be provided to the Planning Department when issued).
4. Attach a copy of the Plan of Operation including required sketches, required by the Community Care Licensing Division (CCLD).
5. In addition to the sketches required by the CCLD, the following additional information shall be depicted either on the CCLD sketches **or** other sketches:
____outdoor play area/surface ____outdoor play area fencing ____outdoor play area equipment
____parking ____designated drop off/pick-up ____designated driveway
____signs ____landscaping native plants ____trash enclosure (or facility)
6. Provide the following additional information relating to your operational plan for the facility.
 - a. Provide the days of operation _____
and the hours of operation _____
 - b. Provide the anticipated morning arrival and evening departures of employees
morning _____
evening _____
 - c. Security: provide the anticipated morning, evening and peak arrivals and departures of children
morning _____
evening _____
peak _____
 - d. Describe if buses (public school or private) will deliver or pick up children:

- e. Maintenance: describe how and what maintenance measures will be employed to ensure that a high standard of maintenance will be apparent at this site at all times. Your answer should address and include, but not be limited to, anti-graffiti, landscaping, parking lot, sidewalks, and overall site maintenance.
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7. Designated onsite driveways and parking spaces used as the official drop-off and pick-up area shall be depicted on the sketches required by CCDL *or* on additional sketches, that show dimensions and traffic circulation. The parking requirement is one space per seven persons based on maximum occupancy.

Maximum occupancy _____ divided by 7 = _____ parking requirement

8. Attach a copy of the Disaster and Mass Casualty Plan required by CCLD.
9. Provide a site map depicting the location of the Child Care facility. The site map will be reviewed by the Fire Marshal to determine that your site is not within 1000 feet of any hazardous materials or processes that could be found to be dangerous to your operation.

Application Cover Sheet Day Care General Land Use Permit Planning Department (760) 435-3520 Oceanside Civic Center 300 North Coast Highway Oceanside, California 92054-2885		STAFF USE ONLY		
		DATE ACCEPTED		BY
PART I -- APPLICANT INFORMATION (Please print or type all information)		<u>APPLICATION DISTRIBUTION</u>		
APPLICANT	PHONE	Date Sent	Department	Response
ADDRESS	FAX		Engineering	
			Building	
APPLICANT'S REPRESENTATIVE (or person to be contacted for information during processing)			Water Util.	
			Fire	
ADDRESS	PHONE / FAX		Police	
			Other	
PROPERTY OWNER	PHONE / FAX		Other	
			File	
ADDRESS			Applicant	
		Approval:		

PART II – PROPERTY DESCRIPTION

LOCATION			SIZE OF PARCEL
GENERAL PLAN DESIGNATION	ZONING	CURRENT USE OF LAND	ASSESSOR'S PARCEL NO.

PART III – ACKNOWLEDGEMENTS

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE		SIGNATURES OF ALL OWNERS OF THE SUBJECT PROPERTY ARE NECESSARY BEFORE THE APPLICATION CAN BE ACCEPTED. IN THE CASE OF PATNERSHIPS OR CORPORATIONS, THE GENERAL PARTNER OR CORPORATION OFFICER SO AUTHORIZED MAY SIGN. (ATTACH ADDITIONAL PAGES AS NECESSARY).	
APPLICANT OR REPRESENTATIVE	DATE	OWNER	DATE
APPLICANT	DATE	OWNER	DATE