

Application Check List for Conditional Use Permits For Large Day Care or Day Nursery

The following information must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

___ 1. If legal description of the property is not lot and block, please provide a digital copy.

A sketch or drawing showing the following:

- ___ 2. The location of proposed area where children will be dropped off and picked up.
- ___ 3. The location, access and other dimensions of proposed off-street parking facilities and the number and configuration of off-street parking spaces to be provided.
- ___ 4. The location, dimensions and materials of sidewalks, driveways and other impervious surfaces.
- ___ 5. The location and intensity of illumination of any illuminated areas.
- ___ 6. The proposed use of open space.
- ___ 7. The lot size in square feet and the dimensions thereof.
- ___ 8. Any areas proposed for outdoor play area and storage areas for play equipment,
- ___ 9. Such additional information as the city planner may deem pertinent and essential to the application.
- ___ 10. Request for Child Abuse or Neglect/Criminal Record will be provided by the City. The applicant is required to provide the City with the completed form within 30 days after the application is submitted.

Please note that this process can take up to 100 days.

**Also, make sure you contact 271-4341 for information on
City-required inspections and certificate of occupancy.**