



## **LARGE FAMILY DAY CARE PERMIT**

### **Introduction**

The City permits, under certain conditions, the operation of a Large Family Day Care Home, as defined by the State health and Safety Code and the Lathrop Zoning Code. A Large Family Day Care Home is a facility that can accommodate eight (8) to fourteen (14) children, including the number of children living at the residence. The use of the property as a child care home should clearly be incidental and secondary to the use of the property as a residence.

Please note that starting a Family Day Care Home requires a number of permits and/or licenses from various Government Agencies, including the City. The City will require you to obtain a Business License, as well as the large Family Day Care Home permit. Please contact the City's Finance Department at (209) 941-7320 for more information regarding the Business License Process. The Lathrop-Manteca Fire District, a separate agency from the City, also requires a permit for a Large Family Day Care Home. Contact the Fire District at (209) 858-2331 for information on their permitting process.

For more information about required permits from other agencies, including the County and the State, please contact the Community Care Licensing Division of the California Department of Social Services.

### **Requirements for Submittal:**

A complete and signed original application. Please note that all property owners must sign the application form. If you are renting the subject property, you must obtain written permission from the property owner(s) prior to filing of the application and provide a copy to the Planning Division Office with this application.

Payment of an application fee of \$63.00 is due and payable at the time the application is filed with the Planning Division office. The application fee is considered a "One-Time-Only" Fee and is non-refundable. Please keep in mind that you must also obtain a Business License in addition to this permit. Please contact the Finance Department for application forms and information about Business License process.

### **Findings Necessary for Approval**

Your application for a Large Family Day Care Home permit may be approved if the Community Development Department can make the findings indicated below.

1. Evidence of a valid and current large family day care operating license issued by the Community Care Licensing Division of the California Department of Social Services for the specified address.

2. The building must be the principal residence of the licensed provider and use of the property as a child care home is clearly incidental and secondary to the use of the property as a residence.
3. Property Owner has signed this form or an authorization letter acknowledging approval of the proposed large family day care.
4. Applicant has completed Business License forms (available at the Finance Department).
5. Facilities must comply with standards established by the Lathrop-Manteca Fire District.
6. Applicant should contact the Building Division prior to making any changes related to structures used for the family child care home.
7. Facilities may only operate for each day between the hours of 6 a.m. and 8 p.m.
8. Applicant must instruct all guardians dropping off and picking up children to abide by laws regarding parking and loading. (Do not park within or block neighbor's driveways, do not park on or obstruct the sidewalk.)
9. That the use will not involve any process, equipment or materials which, in the opinion of the Directors, will be objectionable to persons living or working in the vicinity by reasons of odor, fumes, dust, smoke, cinders, dirt, refuse, water-carried wastes, noise, vibration, illumination, glare or unsightliness or to involve any hazard of fire or explosion.

## Agent Authorization Form

\_\_\_\_\_ is the owner of the subject property for which the following application(s) have been submitted:

Application Name and Number(s):

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The subject properties are located at:

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APNs:

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The Agent for this project is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signatures of Owners:

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Type or Print Name

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Type or Print Name

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Type or Print Name

Note: Owner of record should be as shown on the latest equalized rolls of San Joaquin County – an option to purchase does not constitute ownership. If ownership has recently been transferred, a copy of recorded deed or similar instrument must accompany this form.



# LARGE FAMILY DAY CARE APPLICATION

CITY OF LATHROP, COMMUNITY DEVELOPMENT DEPARTMENT,  
390 TOWNE CENTRE DR., LATHROP, CA 95330, (209) 941-7290

**Applicant's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Home Telephone:** \_\_\_\_\_ **Mobile No.:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Property Owner's Name:** ☐ (Check if same as applicant) \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Home Telephone:** \_\_\_\_\_ **Mobile No.:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_  
**Business Telephone No.:** \_\_\_\_\_  
**Business Hours:** Days: \_\_\_\_\_ Hours: \_\_\_\_\_

**The Community Development Department shall issue a Large Family Day Care Permit if all the following requirements are met:**

- Evidence of a valid and current large family day care operating license issued by the Community Care Licensing Division of the California Department of Social Services for the specified address.
- The building must be the principal residence of the licensed provider and use of the property as a large family day care is clearly incidental and secondary to the use of the property as a residence.
- Property Owner has signed this form or an authorization letter acknowledging approval of the proposed large family day care.
- Applicant has completed Business License forms (available at the Finance Department).
- Facilities must comply with standards established by the Lathrop-Manteca Fire District.
- Applicant should contact the Building Division prior to making any changes related to structures used for the large family day care.
- Facilities may only operate for each day between the hours of 6 a.m. and 8 p.m.
- Applicant must instruct all guardians dropping off and picking up children to abide by laws regarding parking and loading. (Do not park within or block neighbor's driveways, do not park on or obstruct the sidewalk.)

**I declare under penalty of perjury that all of the information is true and correct.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Property Owner/Authorized Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Authorized Agent(s): Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**STAFF USE ONLY:** Approved: ☐ By: \_\_\_\_\_ Denied: ☐ By: \_\_\_\_\_  
**Application No.:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(APN)** \_\_\_\_\_ **FEE: \$63.00** **Receipt Number:** \_\_\_\_\_