

DAY CARE FACILITY CHECKLIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #140, Caldwell, ID 83605

www.canyonco.org/dsd.aspx Phone: 208-454-7458 Fax: 208-454-6633



DAYCARE Care and supervision of children not related by blood or marriage to the caregiver, for compensation during part of a twenty-four (24) hour day in a place other than the home of the children being cared for. **CCZO 07-02-03**

CHECK APPROPRIATE APPLICATION DESCRIPTION:

<input type="checkbox"/>	Day Care Center; A home, place or facility for daycare of thirteen (13) or more children.
<input type="checkbox"/>	Group Day Care Facility; A home, place or facility providing daycare for seven (7) to twelve (12) children.
<input type="checkbox"/>	Family Day Care Home; a home, place or facility for daycare of one (1) to six (6) children.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST

<input type="checkbox"/>	Master Application completed and signed
<input type="checkbox"/>	Site Plan 8 ½ " x 11" showing entire property, include all structures, parking spaces and turn around area for the business and any signage proposed; outdoor play area equal to one hundred (100) sq. ft. per child.
<input type="checkbox"/>	Floor Plan 8 ½ x 11" include entire square footage of structure that will house the business, show the area and square footage to be used for the business (thirty-five (35) sq. ft. of net floor area indoors per child) as compared to the entire square footage (if applicable)
<input type="checkbox"/>	Detailed letter fully describing the request, number of employees, hours and days of operation, maximum number of children that will be attending
<input type="checkbox"/>	Deed or evidence of property interest to the subject property
<input type="checkbox"/>	Copy of State issued daycare license
<input type="checkbox"/>	\$550 non-refundable fee

07-15-09: DAYCARE FACILITIES ADDITIONAL REQUIREMENTS/STANDARDS:

Please address these items in the Letter of Intent.

(1) If a daycare facility is approved the director shall specify the maximum number of children within the decision.

(2) Group daycare facility and daycare center general standards:

A. There shall be a minimum of thirty five (35) square feet of net floor area indoors per child. This space shall be measured wall to wall in rooms that are regularly used by the children, exclusive of halls, bathrooms, and kitchen.

B. On site vehicle pick up and turnaround areas shall be provided to ensure safe discharge and pick up of children, in addition to the required off street parking for the dwelling.

C. The applicant or owner shall secure and maintain a basic daycare license from the state of Idaho department of health and welfare family and children's services division.

D. The applicant shall provide a minimum outdoor play area of one hundred (100) square feet per child. The minimum play area requirement may be waived if:

1. There is greater or equal area of parks that abut the facility that can be used by the children; or

2. The program design is such that the number of children using the play area at any one time conforms to the one hundred (100) square feet per child criteria.

E. All outdoor play areas shall be completely enclosed by a minimum six foot (6') barrier to secure against exit/entry by small children and to screen abutting properties. The fencing material shall meet the swimming pool barrier requirements of the Canyon County building code as set forth in chapter 6 of this code. (Ord. 11-003, 3-16-2011)

PROCESS: DIRECTORS DECISION

MASTER APPLICATION

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PROPERTY OWNER	OWNER NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. If owner(s) are a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.

Signature: _____ Date: _____

(AGENT) ARCHITECT ENGINEER BUILDER	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

SITE INFO	STREET ADDRESS:			
	PARCEL #:		LOT SIZE/AREA:	
	LOT:	BLOCK:	SUBDIVISION:	
	QUARTER:	SECTION:	TOWNSHIP:	RANGE:
	ZONING DISTRICT:		FLOODZONE (YES/NO):	

HEARING LEVEL APPS	<input type="checkbox"/> CONDITIONAL USE	<input type="checkbox"/> COMP PLAN AMENDMENT	<input type="checkbox"/> CONDITIONAL REZONE
	<input type="checkbox"/> ZONING AMENDMENT (REZONE)	<input type="checkbox"/> DEV. AGREEMENT MODIFICATION	<input type="checkbox"/> VARIANCE > 33%
	<input type="checkbox"/> MINOR REPLAT	<input type="checkbox"/> VACATION	<input type="checkbox"/> APPEAL
	<input type="checkbox"/> SHORT PLAT SUBDIVISION	<input type="checkbox"/> PRELIMINARY PLAT SUBDIVISION	<input type="checkbox"/> FINAL PLAT SUBDIVISION

DIRECTORS DECISION APPS	<input type="checkbox"/> ADMINISTRATIVE LAND DIVISION	<input type="checkbox"/> EASEMENT REDUCTION	<input type="checkbox"/> SIGN PERMIT
	<input type="checkbox"/> PROPERTY BOUNDARY ADJUSTMENT	<input type="checkbox"/> HOME BUSINESS	<input type="checkbox"/> VARIANCE 33% >
	<input type="checkbox"/> PRIVATE ROAD NAME	<input type="checkbox"/> TEMPORARY USE	<input type="checkbox"/> DAY CARE
	<input type="checkbox"/> OTHER _____		

CASE NUMBER:	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH

SITE PLAN & LETTER OF INTENT - CHECKLIST

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The site plan is a detailed GRAPHICAL description of existing and proposed site features. Include all applicable items on your site plan:

- | |
|--|
| <input type="checkbox"/> All existing and proposed structures and dimensions (i.e. 40'X30' shop, 20'x20' shed, 40'x50' house, 10' windmill, etc.) |
| <input type="checkbox"/> Infrastructure: well, septic, irrigation ditch, settling ponds, drainage swales, etc. |
| <input type="checkbox"/> Transportation: parking, loading areas, driveways, etc. adjacent driveways, roads, highways or other accesses |
| <input type="checkbox"/> Easement locations and dimensions |
| <input type="checkbox"/> Setbacks from property lines, section lines, collectors and arterial roads and/or building envelope |
| <input type="checkbox"/> Areas of steep slopes, wetlands, and/or floodplain |
| <input type="checkbox"/> Existing or proposed fences |
| <input type="checkbox"/> Signs |
| <input type="checkbox"/> Major landscaping or hardscaping, such as large trees, berms, or retaining walls, water features |
| <input type="checkbox"/> Areas of activity, outdoor seating, food vendor area, stockpiling, open pit, etc. |
| <input type="checkbox"/> Any other site features worth noting |

The Letter of Intent is a detailed WRITTEN description of proposed and existing uses at the site. Include all applicable items in your letter:

- | |
|---|
| <input type="checkbox"/> A description of the proposed use and existing uses |
| <input type="checkbox"/> A description of the proposed request and why it is being requested |
| <input type="checkbox"/> Expected traffic counts and patterns |
| <input type="checkbox"/> Phasing of development |
| <input type="checkbox"/> How proposed use may affect neighboring uses |
| <input type="checkbox"/> A description or further explanation of the site features (see site plan list above) |
| <input type="checkbox"/> Explanation of any other permits through other agencies that may be required |
| <input type="checkbox"/> Description of business operations, such as number of employees, hours of operation, delivery and shipping |
| <input type="checkbox"/> A description of how the proposed use is consistent with specific zoning criteria or comprehensive plan policies |
| <input type="checkbox"/> Any other items which may require further explanation |

DIRECTOR'S DECISION APPLICATION PROCESS

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1.

- DUE DILIGENCE BY APPLICANT (PARCEL INQUIRY OR PRE-APP MEETING)

2.

- SUBMIT APPLICATION & FEES TO DEVELOPMENT SERVICES

3.

- APPLICATION REVIEW BY STAFF

4.

- NOTIFICATION PERIOD TO AGENCIES & NEIGHBORS (15 DAYS) (if required)

5.

- DECISION PREPARATION BY STAFF

6.

- DIRECTOR APPROVAL

7.

- RECORDATION OF DOCUMENTS (if applicable)

8.

- APPEAL PERIOD