



CITY OF CAPITOLA

FAMILY HOME DAY CARE PERMIT GUIDE

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
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The City of Capitola has two types of family home daycares: small family home day care and large family home day care.

Small Family Home Day Care

Defined as a home that provides family day care for up to six children, or up to eight children if certain criteria are met. These capacities include children under age ten who live in the licensee's home.

Large Family Home Day Care

Defined as a home that provides family day care for up to twelve children, or for up to fourteen children if certain criteria are met. These capacities include children under age ten who live in the home.

Required Permits

A **Small Family Home Day Care** is a permitted use and does not require a planning permit. A small family home day care requires a business license through the City of Capitola and any applicable State license(s).

A **Large Family Home Day Care** requires a **minor use permit** through the Community Development Department.

Application Requirements

Applicants must submit a [Master Application](#) and include necessary information to demonstrate compliance with 17.96.070, including:

- Site plan with yard, fence, and parking identified.
- Safety compliance letters
- Pick-up and drop-off plan

Cost

Funding is now available to cover the planning costs of a minor use permit for a home day care! In 2019, the City Council allocated funds out of the Measure J - Youth and early childhood funds to offset costs associated with large home day care facilities. The standard fee for a minor use permit is \$1,638 **which may be waived while Measure J funds are available.**

Minor Use Permit Overview

A Minor Use Permit for a large family home day care requires discretionary review by the City to ensure that a large family home day care is appropriate for a particular property. The large family home day care must comply with specific standards to minimize adverse impacts of the use on neighboring properties. The minor use permits are reviewed by the Community Development Director for compliance with the standards outlined below.

Standards for a Large Family Home Day Care

To operate a large family home day care the [Zoning Code](#) requirements listed in Section 17.96.070, must be in compliance:

- A. Care Provider Occupancy. Home shall be the principal residence of the care provider.
- B. License. The care provider shall obtain and maintain a license from the State of California Department of Social Services.
- C. Separation. The day care may not be located within five hundred feet of another large home day care.
- D. Yard Requirements.
- E. Screening. A fence or wall is required around outdoor activity areas.
- F. Noise. Outdoor activities may not occur before seven a.m. or after eight p.m.
- G. Parking. Off-street parking required: Chapter 17.76.
- H. Garage. Use of the garage for the day care home function, such as for a play area, is not allowed.
- I. Safety Compliance. The applicant is required to have the home inspected and submit a letter of compliance from Building Division and Fire Marshal.
- J. Pick-Up and Drop-Off Plan.

Time

A Minor Use Permit typically takes 30 - 45 days to process due to public noticing requirements and the possibility of a public hearing at the request of the public. A public notice describing the application is mailed to property owners within 100 feet of the property ten days prior to the City taking action on a permit. The public may request a public hearing on the matter, which adds time to the review.