



City of Burbank
Planning and Transportation Division
Single Family Residential Instructions
LARGE FAMILY DAYCARE ADMINISTRATIVE USE PERMIT

150 North Third Street
Burbank, California 91502
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T: 818-238-5250
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This type of application is required to operate a large family day care home, in addition to any licensing required by the State of California.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

The following items must be provided for a Large Family Daycare Administrative Use Permit application to be accepted for review:

1. Completed Single-Family Residential application form.
2. Three sets of project plans (11" x 17" or comparable size) including site plan and floor plan, with indication of which portions of the home will be used for the day care (please refer to Standard Plan Details/General Requirements for contents of plans).
3. One copy of proof that the house to be used as the day care facility is your primary residence (valid California Driver's License or California Identification Card or proof of voter registration).
4. Radius map and mailing labels for property owners and occupants within a 1,000-foot radius of the subject property (see Mailing Label Requirements handout and instructions).
5. Application fee (please refer to current fee schedule).
6. Additional page(s) with additional information that explains how the application will meet each of the required findings contained in BMC Section 10-1-684 (listed below).

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, all of the following findings must be made (BMC Section 10-1-684):

1. The applicant lives in the home, and the home is applicant's legal principal residence. The applicant shall provide adequate written evidence of its residency.
2. The use of the home as a large family day care home is clearly incidental and secondary to the primary residential use of the property.
3. The property or home has not been altered or structurally changed in a way which is adverse to the character or appearance of the residential zone.
4. One off-street parking space is provided for each non-resident employee. Such parking space shall be in addition to the minimum parking requirements applicable to the property consistent with the provisions of this chapter, including, but not limited to, provisions applicable to legal, non-conforming residential buildings. The residential driveway is acceptable so long as the parking space does not

conflict with any required child drop-off/pickup area and does not block the public sidewalk or right-of-way.

5. The garage is not used for any purpose relating to the care giving of the children unless it has been converted in accordance with the provisions of this chapter. Replacement parking (if needed) is sufficient to comply with the requirements of this chapter, including the provisions of this section.
6. Procedures for the loading and unloading of children from vehicles have been submitted by applicant and are sufficient. If there is not sufficient on-street parking to allow for the safe loading and unloading of children from vehicles, the driveway shall be used for this purpose. The public sidewalk and/or right-of-way shall not be blocked while completing the loading and unloading process. Double parking in the street is prohibited. The applicant shall be responsible for the safe loading and unloading of children and shall distribute a notice of loading and unloading procedures to all persons that utilize services of the large family day care home. Day care provider is responsible for adherence to these rules.
7. If the residence is located on a major arterial street, there is a drop-off/pickup area designed to prevent vehicles from backing onto the major arterial roadway.
8. No signs or other indication will identify the residence as a large family day care home are visible from the right-of-way.
9. There shall be a minimum distance of 500 feet between the parcel on which the large family day care home is located and the nearest parcel containing a licensed large family day care home.
10. No more than one large family day care home shall be permitted within a 500-foot radius of any child day care facility or elementary school.
11. The applicant is in compliance with all applicable regulations of the Fire Department and the Building Official regarding health and safety requirements.
12. The applicant has applied for a large family day care home license from the State of California Department of Social Services.
13. The applicant shall not allow smoking within the residence when any of the children being cared for are present in the residence.

Your house will be inspected by staff from the Planning Division, Building Division, and Fire Department to ensure that your property complies with all applicable regulations of the Burbank Municipal Code, California Building Code, and California Fire Code.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 1,000-foot radius of your property. Any property owner or tenant within a 100-foot radius of your property (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the mailing date of the decision. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing at the Planning Board (additional sets will be required if the decision is appealed).

Please note: the following additional regulations apply to all home occupations. Please refer to BMC Section 10-1-682 for a complete listing of all regulations that may be applicable.

- a) Only persons whose primary residence in the dwelling unit may engage in the home occupation.
- b) Employment for actual work conducted on the premises of the home occupation shall be limited to: the resident or residents who is, or are, principal owner or owners of the business, and any other resident of the dwelling unit. No non-resident person may conduct work on the premises in conjunction with the home occupation. Baby sitters, care-givers and/or domestic staff are not considered employees of a home occupation, unless they perform work related to the home occupation.
- c) The home occupation shall not create pedestrian or vehicular traffic in excess of that which is normal to a residential use of the premises.
- d) The home occupation(s), either singular or combined, may cumulatively occupy no more than the greater of: 1) 400 square feet, or 2) 20 percent of the combined square footage of the dwelling unit and any accessory structure that is not a garage or area required for the parking of vehicles. The home occupation may only be conducted and the storage of materials, equipment, inventory, supplies, and files for the home occupation(s) is only permitted inside the dwelling unit or an entirely enclosed roofed accessory structure that is not a garage. Storage of materials, equipment, inventory, supplies, and files for the home occupation(s) shall not cumulatively occupy more than 25 percent of the permitted area for the home occupation.
- e) If an accessory structure, or a portion of an accessory structure, is used for the home occupation, the accessory structure used for the home occupation shall not be any garage, carport, or any other area required or designated for the parking of vehicles.
- f) No sign, nameplate, or other form of advertising shall be displayed on the premises in connection with the home occupation except for a total of one (1) non-free-standing sign per dwelling unit not exceeding one-half (1/2) square foot located on the mailbox or, if there is no mailbox, near the mail delivery area identifying the home occupation(s). There shall not be any alteration of the appearance of the premises for the purpose of attracting attention to a home occupation.
- g) Only materials, equipment, and/or tools recognized as part of a normal household or necessary or convenient for domestic purposes shall be used in the home occupation. No motor power other than electrically operated motors, acceptable for connection to a 110 and 220 volt circuit, with a maximum of one (1) horsepower per motor and a total of two (2) horsepower, shall be used.
- h) Fire suppression equipment appropriate to the specific home occupation shall be required as determined by the Burbank Fire Department.
- i) The home occupation shall not create any radio or television interference or create discernable noise, glare, dust, odor, vibrations, or unreasonable disturbance in excess of that which is normal to a residential use of the premises. Nor may the home occupation cause or generate any other condition that interferes with the peace, health, safety or general welfare of people or property in the surrounding area.