

2011

Prepared for the Santa Clara County Early Learning Master Plan Facilities Committee

Prepared by the Office of the Superintendent, Santa Clara County Office of Education

**2011 SURVEY OF MUNICIPAL REGULATIONS
AND FIRE CODE REGULATIONS AFFECTING
CHILD CARE FACILITIES DEVELOPMENT IN
SANTA CLARA COUNTY**

2011 Survey of Municipal Regulations and Fire Code Regulations Affecting Child Care Facilities Development in Santa Clara County

The Santa Clara County Early Learning Master Plan Facilities Coalition would like to acknowledge the cooperation and support of the many individuals who contributed information for this report. For more details about the Early Learning Master Plan, please visit the link: <http://www.sccoe.org/depts/preschool/elmp.asp>.

The Santa Clara County Early Learning Master Plan Facilities Coalition consists of individuals from the following organizations:



Contents

A Message from the Santa Clara County Early Learning Master Plan Facilities Coalition	i
Introduction	ii
Santa Clara County.....	1
City of Campbell.....	6
City of Cupertino.....	10
City of Gilroy	14
City of Los Altos.....	18
City of Los Altos Hills	22
City of Los Gatos	26
City of Milpitas	30
City of Monte Sereno.....	34
City of Morgan Hill	38
City of Mountain View	42
City of Palo Alto.....	46
City of San Jose	50
City of Santa Clara.....	55
City of Saratoga.....	59
City of Sunnyvale.....	63
Appendices.....	67
Appendix A: Contact Information.....	68
Appendix B: Location of Where Large Family Child Care Home Providers Apply for a Permit	69
Appendix C: Location of Where Child Care Center Applicants Apply for Permits.....	70
Appendix D: Land Use, Zoning, & Business License Requirements for Large Family Child Care Homes	71
Appendix E: Land Use, Zoning, & Business License Requirements for Child Care Centers	72
Appendix F: Fire Inspection Regulations, Fees and Requirements – Large Family Child Care Homes and Child Care Centers	73

A Message from the Santa Clara County Early Learning Master Plan Facilities Coalition



June 20, 2011

Today, early care and education continues to be a critical part of closing the educational achievement gap among children in Santa Clara County. The Early Learning Facilities Coalition, a member of the Santa Clara Early Learning Master Plan committee structure, is pleased to provide the 2011 Survey of Municipal Regulations and Fire Code Regulations affecting Child Care Facilities Development in Santa Clara County. Every municipality and the county responded to the request to provide information regarding zoning, fees, and land use issues. The report is intended to be used as a tool for all developers of child care facilities, large and small, and for large family homes, and as a compare and contrast tool for municipalities. It is hoped this will result in best practices models being instituted in all municipalities and the county.


We commissioned this Survey as part of our responsibility to facilitate the development of child care facilities in under served areas of Santa Clara County. Our values of accountability and leadership motivate us to act in a way that enhances the community consciousness in understanding the power we have to eliminate achievement gaps so all our children may pursue and succeed in their education on an equal basis.

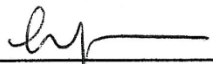
Our goal is to transform our community to be the best for every family and every child.

We hope that after reading this report, you are inspired to remove barriers that might hinder the development of child care facilities to help close the existing achievement gap among children from different geographic and ethnic backgrounds so all children can succeed academically.

In Community Spirit,


 Cathy Boettcher, Co-Chair


 Adolfo Pando, Co-Chair


 Lisa Kaufman, ELMP Convener

Introduction

Survey of Municipal Regulations Affecting Child Care Facilities Development – Data Gathered from February to May 2011

City planners and individuals responsible for zoning were contacted through e-mail to complete information for this report. The purpose of this report was to have a comprehensive set of information for individuals interested in information about municipal regulations to develop child care facilities within Santa Clara County. Data is presented first by city in alphabetical order.

Fifteen (N = 15) cities have shared information, as well as the county of Santa Clara. All but one person who responded to the survey were community developers or city planners; this one person was an administrative assistant who belonged to a community development office.

The first three questions on the survey asked for contact information. A list of name, addresses, and phone numbers of the city planners and individuals who have responded to the survey are listed in the appendix of this report. The following tables begin with Question 4 of the survey and include two major sections, Large Family Child Care Centers and Child Care Centers. The last question on the survey, Question 41, asks for suggestions for ways local government can increase the supply of child care.

Santa Clara County

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	
Other, please specify	Discretionary approval, license required
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	X
Commercial Zone	X
Mixed Use Zone	X
Other, please specify	Permitted within a provider's own home, regardless of base zoning district, if residence is a legal use.
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	Two off-street spaces plus one per employee, or more per conditions of approval
Traffic/Circulation:	Per conditions of approval
Noise:	Per conditions of approval
Concentration/Spacing:	300 feet minimum separation
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	Santa Clara County Planning Office
Address Line 2:	70 W. Hedding St., San Jose, CA 95110
Phone:	408-299-5749
Contact Person:	Gary Rudholm, Planning Commission Secretary
Q9: Describe the Permit Process here.	
Step 1:	Submit license application

Step 2:	Review of application materials, site visit
Step 3:	Issue license with conditions of approval
Other (Explain):	Issue notice of license, process appeals, if any
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Access, on-site parking, neighbor concerns about noise, and noise containment.
Q11: When is a public hearing required in the permit process?	Only upon appeal
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission
Q13: Who is notified of a public hearing for Use Permits?	All property owners within 300 feet or minimum 24 district owners
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$731
Q15: What is the average length of time (in weeks) allowed to complete the review process?	2 to 4 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	Submit application for appeal
Step 2:	Staff report prepared, item is on agenda for public hearing
Step 3:	Public hearing noticed, conducted
Other (Explain):	Anyone dissatisfied with administrative decision may appeal, not just denials. Planning Commission decision may also be appealed to Board of Supervisors.
Q17: Are Large Family Child Care providers required to obtain a business license fee?	No
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	The County of Santa Clara does not require a business license for any business.
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	The County's provisions for Large Family Day Care Homes are within Division B24 of the County's Ordinance Code, not within the County's Zoning Ordinance. License is automatically renewed, if approved, concurrent with reissuance of California Dept. of Social Services (CDSS) license. Licensee must provide copy of CDSS current in force license within 30 days of issue of a renewed CDSS license. County license may be revoked with 30 day notice to licensee if found to be in non-compliance with conditions of approval.
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	

Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	Permitted by right for facilities serving up to six or fewer persons (Community Care-Limited). Facilities serving 7 or more are Community Care-Expanded, subject to Use Permit where allowed.
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum	None
Q23: Maximum	6 or fewer to qualify as use permitted by right
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	X
Mixed Use Zone	X
Multi-Family Residential Zone	X
Residential Zone	X
Single Family Zone	X
Other, please specify	With limitations, in Rural Base Zoning Districts, Chapter 2.20, Zoning Ordinance
Q25: Where do Child Care Center applicants apply for permits?	
Address Line 1:	Santa Clara County Planning Office
Address Line 2:	70 W. Hedding St., San Jose, CA 95110
Phone:	408-299-5770
Contact Person:	N/A
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	1 per staff, plus 1 per 15 children, plus passenger loading area
Traffic/Circulation:	Per conditions of approval, site-specific
Noise:	Comply with County Noise Ordinance
Density/Space:	See Section 4.10.090, 5.65.030 for supplemental criteria and Use Permit findings
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	On-site parking and circulation for passenger loading/unloading; traffic concerns depending on location

Q28: What are the fees charged to file for a permit?	\$7,905 Standard Use Permit w/o ASA; Use Permit w/ ASA, \$10,190; \$3,045 standard Environmental Assessment
Q29: State the average length (in weeks) allowed to complete the review process	Typical processing times for a conditional Use Permit and ASA can range from 4-6 months (16-24 months) including public hearing for uncomplicated applications, longer if more than one re-submittal is necessary, or if traffic study or other complicating factors are involved.
Q30: Describe the Permit Process here.	
Step 1:	File application for mandatory Pre-Application meeting and conduct meeting
Step 2:	Application for Use Permit
Step 3:	Application deemed complete, environmental assessment conducted
Other (Explain):	Placed on agenda for public hearing before Planning Commission, hearing conducted. Use Permit and or ASA (Architecture & Site Approval) effective permit date is 15 days following approval, if not appealed.
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	All property owners within 300 feet or minimum of 24 district owners
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Appeal filed with Planning Office
Step 2:	Report prepared, scheduled for public hearing
Step 3:	Board of Supervisors conducts appeal public hearing and grants/denies appeal, refers to County Counsel for preparation of findings, resolution
Other (Explain):	Board of Supervisors approves resolution at subsequent meeting
Q35: Are Child Care Centers required to obtain a Business License?	No
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	All
Q38: What else do Child Care Center operators need to know about your city's regulations?	Depends on site and general location. Applications for Use Permits within unincorporated urban islands (inside City Urban Service Areas) must conform to the General Plan of the applicable city.

Q39: In the past 2 years, how many Child Care Centers have applied...	
(1) ...to operate in the city?	1
(2) ...for new construction?	1
(3) ...for expansion, relocation, or rehabilitation?	0
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	Affected city if within City Urban Service Area
Q41: Any suggestions on ways local government can increase the supply of child care?	Require it of employers over a certain number of on-site or total employees.

City of Campbell

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	Typical process in which the Planning Commission is the decision maker.
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	In addition to parking for residential use, a minimum of 3 additional spaces, including 2 loading spaces and 1 employee space.
Traffic/Circulation:	A study may be required.
Noise:	No noise shall unreasonably interfere with the comfort of adjoining properties. Mitigation measures may be required. Hours are limited up to 14 hours per day, between 6:00 a.m. to 8:00 p.m., and may only conduct outdoor activities between 7:00 a.m. to 7:00 p.m.
Concentration/Spacing:	A large family child care home shall not be located within 300 feet of another day care center or large family child care home, unless an exception is granted by the Planning Commission.
Q8: Where do Large Family Child Care Home Providers apply for a permit?	City of Campbell Planning Division
Address Line 1:	70 N. First Street, Campbell, CA 95008
Address Line 2:	
Phone:	408-866-2141

Contact Person:	
Q9: Describe the Permit Process here.	
Step 1:	Submit application
Step 2:	Receive application, reviewed for completeness
Step 3:	Planning Commission, hearing conducted
Other (Explain):	Takes about 3 months to process
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Neighborhood challenges, parking, circulation.
Q11: When is a public hearing required in the permit process?	Always required, at the end.
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission
Q13: Who is notified of a public hearing for Use Permits?	Property owners within 300 feet.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$1,721 + \$190 environmental exemption (if applicable)
Q15: What is the average length of time (in weeks) allowed to complete the review process?	12 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	Decision is final unless appealed within 10 days
Step 2:	If appeal filed, then scheduled within 30 days
Step 3:	City Council reviews the appeal
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	1 employee - \$85, 2 to 3 employees \$102, 4 to 10 employees \$120, and 11 or more \$137
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	

Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	
Q23: Minimum	No
Q23: Maximum	
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	
Multi-Family Residential Zone	
Residential Zone	
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	City of Campbell Planning Division
Address Line 1:	70 N. First Street, Campbell, CA 95008
Address Line 2:	
Phone:	408-866-2140
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	One space for each employee and one space for every 5 children
Traffic/Circulation:	N/A
Noise:	N/A
Density/Space:	10,000 sq. ft. min. parcel size, 35 sq. ft. of unencumbered indoor space per child, 75 sq. ft. of unencumbered outdoor space per child
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Density and/or space
Q28: What are the fees charged to file for a permit?	\$1,721 + \$190 environmental exemption (if applicable)
Q29: State the average length (in weeks) allowed to complete the review process	12 weeks
Q30: Describe the Permit Process here.	
Step 1:	Submit application

Step 2:	Application is deemed complete
Step 3:	Planning Commission hearing
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Property owners within 300 feet
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Decision is final unless appealed in 10 days
Step 2:	Appeal received and scheduled within 30 days
Step 3:	City Council reviews appeal
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied...	
(1) ...to operate in the city?	4
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	

City of Cupertino

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	X
Conditional Use	
Other, please specify	Must not be within 300 feet of another Large Family Child Care Home address
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	R-2 zoning
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	One parking space per non-resident employee, and one for drop-off, both spaces may be street parking, drop-off space may not be across the street.
Traffic/Circulation:	None
Noise:	None
Concentration/Spacing:	Not to be within 300 feet of another Large Family daycare
Q8: Where do Large Family Child Care Home Providers apply for a permit?	Community Development - Planning
Address Line 1:	10300 Torre Ave
Address Line 2:	Cupertino, CA 95014
Phone:	(408) 777-3308
Contact Person:	Planning & Finance (Business License)
Q9: Describe the Permit Process here.	
Step 1:	Contact planning department
Step 2:	Planner will verify location & parking

Step 3:	Planner will issue an administrative approval letter
Other (Explain):	applicant to obtain City Business License
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Proposed location too close to another permitted Large Family daycare
Q11: When is a public hearing required in the permit process?	Applicant could apply for a Director's Use Permit which if denied, the appeal would be heard by the planning commission as a public hearing
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission only on appeal of the Director's Use Permit denial
Q13: Who is notified of a public hearing for Use Permits?	Residents living within 300 feet are sent a US mail notice.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$1,115 for the Director's Use Permit, \$220 for categorical exemption, \$50 for filing, \$400 refundable noticing deposit.
Q15: What is the average length of time (in weeks) allowed to complete the review process?	30 days
Q16: Describe the appeal process for denied permits here.	
Step 1:	Planning Commission Hearing for final decision
Step 2:	City Council hearing upon reconsideration
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	\$229 annually
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	N/A
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum	Dependent on factors such as square footage of building, number of parking spaces, etc.

Q23: Maximum	Dependent on factors such as square footage of building, number of parking spaces, etc.
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	X
Multi-Family Residential Zone	X
Residential Zone	
Single Family Zone	
Other, please specify	Quasi Public Building (BQ) zone
Q25: Where do Child Care Center applicants apply for permits?	Community Development - Planning
Address Line 1:	10300 Torre Avenue
Address Line 2:	Cupertino, CA 95014
Phone:	(408) 777-3308
Contact Person:	Planning Department
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	Adequate parking at the rate of 1 space per 6.5 children
Traffic/Circulation:	Provide mitigation if impacts caused as determined by an independent traffic consultant
Noise:	Mitigation as needed based on an assessment provided by an independent consultant.
Density/Space:	None - defer to state requirements for a community care license.
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Traffic & noise concerns voiced by impacted neighbors.
Q28: What are the fees charged to file for a permit?	Depends on size of facility - over 5,000 square feet would be \$24,550.00, under 5,000 square feet would be \$15,110.00 - not to include independent studies, noticing, or state filing fees.
Q29: State the average length (in weeks) allowed to complete the review process	12 weeks
Q30: Describe the Permit Process here.	
Step 1:	Pre-application meeting
Step 2:	Application submittal
Step 3:	Studies
Other (Explain):	Noticing, public hearing(s), and appeal period following decision.
Q31: Who conducts the public hearing?	

Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Neighbors with 500 feet
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Appellant files in Clerk's office
Step 2:	Council date set within 90 days
Step 3:	City Council Public Hearing
Other (Explain):	City Council final action
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	\$229 annually
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied...	
(1) ...to operate in the city?	6
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	6
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	Public Works
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Gilroy

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	X
Nondiscretionary Administrative Permit	
Conditional Use	
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	City of Gilroy Planning
Address Line 1:	7351 Rosanna St
Address Line 2:	Gilroy, CA 95020
Phone:	(408) 846-0451
Contact Person:	Jackie Bretschneider/Fire Marshal
Q9: Describe the Permit Process here.	
Step 1:	Schedule a safety Inspection
Step 2:	
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	

Q11: When is a public hearing required in the permit process?
Q12: If a public hearing is required, who conducts the hearing?
Q13: Who is notified of a public hearing for Use Permits?
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)
Q15: What is the average length of time (in weeks) allowed to complete the review process?
Q16: Describe the appeal process for denied permits here.
Step 1:
Step 2:
Step 3:
Other (Explain):
Q17: Are Large Family Child Care providers required to obtain a business license fee?
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)
Q19: If "no" to Question 17, who is exempt from paying the business license fee?
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?
CHILD CARE CENTERS
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)
Nondiscretionary Administrative Permit
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)
Other, please specify
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?
Q23: Minimum Capacity
Q23: Maximum Capacity
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)
Commercial Zone
Industrial Zone
Mixed Use Zone

Multi-Family Residential Zone	
Residential Zone	
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	City of Gilroy Planning
Address Line 1:	7351 Rosanna St.
Address Line 2:	Gilroy, CA 95020
Phone:	
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	One for each employee and one per 5 children.
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	
Q28: What are the fees charged to file for a permit?	
Q29: State the average length (in weeks) allowed to complete the review process	
Q30: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Radius of 500 feet of center
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Appeal to City Council
Step 2:	
Step 3:	
Other (Explain):	

Q35: Are Child Care Centers required to obtain a Business License?	
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied...	
(1) ...to operate in the city?	
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Los Altos

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	X
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	Planning Division
Address Line 1:	1 N. San Antonio Rd.
Address Line 2:	Los Altos, CA 94022
Phone:	(650) 947-2750
Contact Person:	
Q9: Describe the Permit Process here.	
Step 1:	Review by Planning Commission
Step 2:	Review by City Council
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	

Q11: When is a public hearing required in the permit process?	At Planning Commission
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission
Q13: Who is notified of a public hearing for Use Permits?	Properties within 500 feet and a noticed is placed in the Los Altos Town Crier
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$2,750
Q15: What is the average length of time (in weeks) allowed to complete the review process?	8-12 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	No appeal process
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	\$75 for up to five employees
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum Capacity	Small family is maximum 8 children
Q23: Maximum Capacity	Large family is maximum 14 children
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	

Multi-Family Residential Zone	
Residential Zone	X
Single Family Zone	X
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	Planning Division
Address Line 1:	1 N. San Antonio Rd.
Address Line 2:	Los Altos, CA 94022
Phone:	(650) 947-2750
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	
Q28: What are the fees charged to file for a permit?	\$2,750
Q29: State the average length (in weeks) allowed to complete the review process	8-12 weeks
Q30: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	All properties within 500 feet, and an ad is placed in the Los Altos Town Crier
Q33: Who approves the final decision?	City Council
Q34: Describe the appeal process for denied permits.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	

Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Los Altos Hills

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	The use permit shall be granted on reasonable conditions regarding traffic, parking and noise control and on the condition that the home comply with the regulations adopted by the State Fire Marshal relating to large family day care homes
Traffic/Circulation:	Same as above
Noise:	Same as above
Concentration/Spacing:	Only one large family day care home may be located on a parcel.
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	26379 Fremont Rd.
Address Line 2:	Los Altos Hills, CA 94022
Phone:	(650) 941-7222
Contact Person:	Debbie Pedro
Q9: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	

Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	
Q11: When is a public hearing required in the permit process?	
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission and City Council
Q13: Who is notified of a public hearing for Use Permits?	Owners shown on the last equalized assessment roll as owning real property within a one hundred (100) feet radius of the exterior boundaries of the proposed large family day care home.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	
Q15: What is the average length of time (in weeks) allowed to complete the review process?	12-18 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	N/A or I don't know
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	
Q23: Minimum Capacity	
Q23: Maximum Capacity	

Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	
Industrial Zone	
Mixed Use Zone	
Multi-Family Residential Zone	
Residential Zone	
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	
Address Line 1:	26379 Fremont Rd.
Address Line 2:	Los Altos Hills, CA 94022
Phone:	(650) 941-7222
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	
Q28: What are the fees charged to file for a permit?	
Q29: State the average length (in weeks) allowed to complete the review process	
Q30: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	
Q33: Who approves the final decision?	
Q34: Describe the appeal process for denied	

permits.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	
Child Care Resource and Referral Agency	
Fire Department	
State Community Care Licensing	
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Los Gatos

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	
Multi-Family Residential Zone	
Industrial Zone	X
Commercial Zone	X
Mixed Use Zone	X
Other, please specify	Office
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	One space / 235 gross sq. ft. / Two off-street parking spaces, plus one for each employee
Traffic/Circulation:	
Noise:	Regulated by zone not by use
Concentration/Spacing:	A minimum of 500 feet between large family day cares; minimum lot size of 6,000 square feet.
Q8: Where do Large Family Child Care Home Providers apply for a permit?	Community Development Department
Address Line 1:	110 E. Main St.
Address Line 2:	Los Gatos, CA 95030
Phone:	(408) 354-6874
Contact Person:	N/A
Q9: Describe the Permit Process here.	
Step 1:	Make Application/meet requirements
Step 2:	Staff review/ applicant addresses deficiencies. / Town determines if the application is complete or incomplete

Step 3:	Public hearing by Planning Commission / If complete, set for public hearing and send out 100 ft radius notification
Other (Explain):	10 day appeal period
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	We do not usually receive applications for this, generally they are either small family care homes which are allowed by right, or they are daycare centers and have different requirements. / Sign regulations
Q11: When is a public hearing required in the permit process?	After the application is deemed complete.
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission
Q13: Who is notified of a public hearing for Use Permits?	Every address and property owner within 300 feet.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$5,445
Q15: What is the average length of time (in weeks) allowed to complete the review process?	Average 13-18 weeks / Depends on completeness of application; approximately 4-6 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	Application denied by Planning Commission / submit appeal form and fee
Step 2:	may be appealed within 10 days to the Town Council
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	Business license fee varies. The provider can submit a business license exemption request for a \$25 processing fee.
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes

Q23: Minimum Capacity	Depends on the site
Q23: Maximum Capacity	Depends on the site
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	X
Mixed Use Zone	X
Multi-Family Residential Zone	X
Residential Zone	X
Single Family Zone	X
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	Community Development Department
Address Line 1:	110 E. Main St.
Address Line 2:	Los Gatos CA 95030
Phone:	(408) 354-6874
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	One space per instructor and one space per 3 students.
Traffic/Circulation:	Depends on proposal
Noise:	Same as regular noise limitations
Density/Space:	Require minimum 20,000 sq. ft. lot, and 2,000 sq. ft. building.
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Minimum lot size and structure size
Q28: What are the fees charged to file for a permit?	\$5,445
Q29: State the average length (in weeks) allowed to complete the review process	12 to 24 weeks
Q30: Describe the Permit Process here.	
Step 1:	Same as Conditional Use Permit for large family child care home. / Submit application, fee, and supporting documentation
Step 2:	Town to determine if application is complete or incomplete.
Step 3:	Once complete, project is scheduled for public hearing.
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	X

Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Properties within a 300 feet radius
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Same as for large family child care home; Submit appeal form and fee
Step 2:	
Step 3:	
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	The formula depends on how the center operates. The provider can submit a business license fee exemption for a \$25 processing fee. Done through the Finance Department.
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	0
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	0
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Milpitas

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	X
Nondiscretionary Administrative Permit	
Conditional Use	
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	
Commercial Zone	
Mixed Use Zone	X
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	Planning & Neighborhood Services
Address Line 1:	455 E. Calaveras Blvd.
Address Line 2:	Milpitas, CA 95035
Phone:	(408) 586-3279
Contact Person:	Planning & Zoning Information Hotline
Q9: Describe the Permit Process here.	
Step 1:	Get zoning consent
Step 2:	Get fire department consent
Step 3:	Register for permit/business license
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Request does not meet zoning or fire prevention standards.

Q11: When is a public hearing required in the permit process?	When two are more facilities are within 300 feet of each other.
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission
Q13: Who is notified of a public hearing for Use Permits?	Property owners within 100 feet of subject property consistent with CA Health and Safety Code Section 1597.46.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	
Q15: What is the average length of time (in weeks) allowed to complete the review process?	3-4 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	File appeal
Step 2:	Appeal heard before city council
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	\$25
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	Performance standards such as hours; fence height, parking requirements, and density.
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum Capacity	None
Q23: Maximum Capacity	Depends on fire prevention requirements/parking
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	X

Multi-Family Residential Zone	X
Residential Zone	X
Single Family Zone	X
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	Planning & Neighborhood Services
Address Line 1:	455 E. Calaveras Blvd.
Address Line 2:	Milpitas, CA 95035
Phone:	(408) 586-3279
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	One per 1.5 employees
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Not meeting fire prevention or zoning standards.
Q28: What are the fees charged to file for a permit?	\$3,000 deposit account
Q29: State the average length (in weeks) allowed to complete the review process	8-12 weeks
Q30: Describe the Permit Process here.	
Step 1:	Application submittal
Step 2:	Staff review
Step 3:	Staff recommendation to Planning Commission.
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Property owners within 1,000 feet of subject property.
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Appeal filed
Step 2:	City Council hears appeal
Step 3:	
Other (Explain):	

Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	\$35 fee
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	Fire prevention/building life safety and zoning standards.
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	2
(2) ...for new construction?	1
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Monte Sereno

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	Only at church and school
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	The church and school are in residential zones
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
	City of Monte Sereno
Address Line 1:	18041 Saratoga Los Gatos Rd.
Address Line 2:	Monte Sereno, CA 95030
Phone:	(408) 354-7635
Contact Person:	Erin McGranahan
Q9: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	
	Neighbors

Q11: When is a public hearing required in the permit process?	After the application is deemed complete.
Q12: If a public hearing is required, who conducts the hearing?	City Council
Q13: Who is notified of a public hearing for Use Permits?	Neighbors within 300 feet.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$2,450
Q15: What is the average length of time (in weeks) allowed to complete the review process?	6 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	None
Step 2:	
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	N/A or I don't know
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum Capacity	
Q23: Maximum Capacity	
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	
Industrial Zone	
Mixed Use Zone	

Multi-Family Residential Zone	
Residential Zone	
Single Family Zone	X
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	City of Monte Sereno
Address Line 1:	18041 Saratoga Los Gatos Rd.
Address Line 2:	Monte Sereno, CA 95030
Phone:	
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	
Q28: What are the fees charged to file for a permit?	
Q29: State the average length (in weeks) allowed to complete the review process	
Q30: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	
Planning Administrator	
Other, please specify	City Council
Q32: Who is notified of a public hearing for Use Permits?	Neighbors within 300 feet
Q33: Who approves the final decision?	City Council
Q34: Describe the appeal process for denied permits.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	

Q35: Are Child Care Centers required to obtain a Business License?	
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	0
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	0
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	
Child Care Resource and Referral Agency	
Fire Department	
State Community Care Licensing	
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Morgan Hill

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	X
Nondiscretionary Administrative Permit	
Conditional Use	
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	
Commercial Zone	X
Mixed Use Zone	X
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	City of Morgan Hill
Address Line 1:	17575 Peak Ave.
Address Line 2:	Morgan Hill, CA 95037
Phone:	(408) 778-6480
Contact Person:	Angela Rivera
Q9: Describe the Permit Process here.	
Step 1:	Business License
Step 2:	
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	

Q11: When is a public hearing required in the permit process?	N/A
Q12: If a public hearing is required, who conducts the hearing?	N/A
Q13: Who is notified of a public hearing for Use Permits?	N/A
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$180 for business license
Q15: What is the average length of time (in weeks) allowed to complete the review process?	2 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	\$180
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	No
Q23: Minimum Capacity	
Q23: Maximum Capacity	
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	X

Multi-Family Residential Zone	X
Residential Zone	X
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	City of Morgan Hill
Address Line 1:	17575 Peak Ave.
Address Line 2:	Morgan Hill, CA 95037
Phone:	(408) 778-6480
Contact Person:	Planning Division
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	One space per 300 sq. ft.
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Neighborhood opposition
Q28: What are the fees charged to file for a permit?	\$5,672
Q29: State the average length (in weeks) allowed to complete the review process	8 weeks
Q30: Describe the Permit Process here.	
Step 1:	File use permit application
Step 2:	Public hearing
Step 3:	Building/occupancy permits
Other (Explain):	Business license
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Property owner and occupants within 300 feet
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	File appeal application \$2750
Step 2:	Public hearing before Council
Step 3:	
Other (Explain):	

Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Mountain View

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	One space for each employee
Traffic/Circulation:	The driveway of a large family day care home may serve as its drop-off area.
Noise:	
Concentration/Spacing:	No residential property shall be bordered on more than one side by a child day care facility.
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	Community Development Department
Address Line 2:	500 Castro St., Mountain View, CA 94039
Phone:	(650) 903-6306
Contact Person:	Planner on Duty
Q9: Describe the Permit Process here.	
Step 1:	Development Review application
Step 2:	Development Review Committee
Step 3:	Zoning Administrator Public Hearing
Other (Explain):	

Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Parking, building code issues, other issues on a case by case basis
Q11: When is a public hearing required in the permit process?	At the Zoning Administrator stage
Q12: If a public hearing is required, who conducts the hearing?	Zoning Administrator
Q13: Who is notified of a public hearing for Use Permits?	Property owners within 300 feet
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$1,300
Q15: What is the average length of time (in weeks) allowed to complete the review process?	6 - 8 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	File appeal
Step 2:	Schedule Council meeting
Step 3:	Formal Council hearing
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	Standard Business License Fee (fixed) - \$25.00
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	
Q23: Minimum Capacity	
Q23: Maximum Capacity	
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	

Industrial Zone	
Mixed Use Zone	
Multi-Family Residential Zone	
Residential Zone	X
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	
Address Line 1:	Community Development Department
Address Line 2:	500 Castro St., Mountain View, CA 94039
Phone:	(650) 903-6306
Contact Person:	
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	One space for each employee, plus one space for every 15 children for visitor parking and drop-off areas
Traffic/Circulation:	A drop-off and pick-up area shall be established to ensure that children are not placed at risk and street traffic is not unduly interrupted.
Noise:	
Density/Space:	No residential property shall be bordered on more than one side by a child day care facility.
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	
Q28: What are the fees charged to file for a permit?	\$1,827
Q29: State the average length (in weeks) allowed to complete the review process	
Q30: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	
Q33: Who approves the final decision?	
Q34: Describe the appeal process for denied permits.	

Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	Standard Business License Fee (fixed) - \$25.00
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	A Conditional Use Permit may be required from the Planning Division. Building permits may be required. State license is required. Business License is required.
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	2
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	Finance Department for Business License
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Palo Alto

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	X
Industrial Zone	X
Commercial Zone	X
Mixed Use Zone	X
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	One space per 1.5 employees
Traffic/Circulation:	N/A
Noise:	Meet Noise Ordinance
Concentration/Spacing:	N/A
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	Development Center
Address Line 2:	285 Hamilton Ave., Palo Alto, CA 94301
Phone:	(650) 329-2441
Contact Person:	Dept. of Planning & Community Environment
Q9: Describe the Permit Process here.	
Step 1:	See above process for Conditional Use Permit
Step 2:	
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Neighbor concerns and parking

Q11: When is a public hearing required in the permit process?	Not required
Q12: If a public hearing is required, who conducts the hearing?	
Q13: Who is notified of a public hearing for Use Permits?	Property owners, residents within 600 feet
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$166 + administration fees
Q15: What is the average length of time (in weeks) allowed to complete the review process?	8-12 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	See process described for Conditional Use Permit
Step 2:	
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	No
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	All businesses; Palo Alto has no business license
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	X
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum Capacity	N/A
Q23: Maximum Capacity	Depends on size of facility and other factors
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	X
Mixed Use Zone	X

Multi-Family Residential Zone	X
Residential Zone	X
Single Family Zone	X
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	Development Center
Address Line 1:	285 Hamilton Ave.
Address Line 2:	Palo Alto, CA 94301
Phone:	(650) 329-2442
Contact Person:	Any planning department staff member
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Traffic and parking.
Q28: What are the fees charged to file for a permit?	Conditional Use Permit is \$166.00
Q29: State the average length (in weeks) allowed to complete the review process	10 weeks
Q30: Describe the Permit Process here.	
Step 1:	See ordinance or website for Conditional Use Permit Process
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	
Planning Administrator	
Other, please specify	Manager of Current Planning will be on if hearing is requested
Q32: Who is notified of a public hearing for Use Permits?	All occupants and owners within a 600 feet radius
Q33: Who approves the final decision?	The Director of Planning and Community Environment
Q34: Describe the appeal process for denied permits.	
Step 1:	See Palo Alto Municipal Code Section 18.78
Step 2:	
Step 3:	

Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	No
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	All are exempt as we have no business license in Palo Alto.
Q38: What else do Child Care Center operators need to know about your city's regulations?	A Certificate of Use and Occupancy is required for all tenants within a commercial tenant space.
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	4
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	4
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	Public Works (flood zone issues)
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of San Jose

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	X
Nondiscretionary Administrative Permit	
Conditional Use	
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	In all residential dwelling types incident to the primary residential use. Allowed by right.
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	City of San Jose Planning Building and Code Dept
Address Line 2:	200 E. Santa Clara St, San Jose, CA 95113
Phone:	(408) 535-3555
Contact Person:	
Q9: Describe the Permit Process here.	
Step 1:	Permitted by right, no permit required
Step 2:	Over the counter zoning review and clearance is necessary to verify zoning
Step 3:	
Other (Explain):	

Q10: What are the most common barriers to permitting Large Family Child Care Homes?	
Q11: When is a public hearing required in the permit process?	N/A. Family Day Care is allowed by right in all residential dwelling types as incident to the primary residential use.
Q12: If a public hearing is required, who conducts the hearing?	N/A
Q13: Who is notified of a public hearing for Use Permits?	N/A
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	No permit required/ no fees
Q15: What is the average length of time (in weeks) allowed to complete the review process?	N/A
Q16: Describe the appeal process for denied permits here.	
Step 1:	N/A
Step 2:	
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	If they fill out an Exemption Form they can pay \$35 rather than \$150. \$35 with License and \$150 without License.
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	No businesses are exempt
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	Building permit make apply if physical changes are made to the structure. Signs have to conform to the Sign Ordinance.
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	If located in an existing school it is a Permitted use. If located on an existing school site or incident to an on-site Church/Religious assembly "involving no" building additions or changes to the site, then allowed by right in Open space, agricultural, all residential and commercial zoning district.
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	No
Q23: Minimum Capacity	

Q23: Maximum Capacity	
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	
Multi-Family Residential Zone	
Residential Zone	X
Single Family Zone	
Other, please specify	In no change to structure/site then in Open Space, agriculture as well. In the Industrial Zone requires a GP designation on Mixed Industrial Overlay.
Q25: Where do Child Care Center applicants apply for permits?	City of San Jose Planning Building and Code Dept
Address Line 1:	200 E. Santa Clara St.
Address Line 2:	San Jose, CA 95113
Phone:	(408) 535-3555
Contact Person:	Call Center makes all the appointments.
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	Also see City Council Policy on Child Care www.sanjoseca.gov/planning/counter/policies/Childcare.pdf
Parking:	One space per 6 children, up to 5 spaces and thereafter 1 per 10 children (includes employee parking). Bicycle parking required: 1 per 10 full-time employees and children. Short-term bicycle facilities are based on square footage. See: http://www.sanjoseca.gov/planning/zoning/zoning_code_100410.pdf
Traffic/Circulation:	Adequate area for drop-off and pick-up of children
Noise:	Required to meet the noise standards of the Zoning Ordinance and meet the City's noise standards
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Barriers are generally around, location, parking/drop-off, traffic/circulation, open space/play area, and site design. In ability to accommodate circulation/drop-off on site, provide adequate play area, in centers that have to be integrated into existing commercial centers and also when centers are completely embedded within residential neighborhood. Traffic and circulation when centers are embedded within residential neighborhoods.

Q28: What are the fees charged to file for a permit?	Conditional Use Permit = \$2507 +\$1.20 per square feet; If conversion of Small Family Daycare to child care \$3207. Fee calculations are based on square foot, whether they are new construction or existing buildings, C3 Storm water, California Environmental Quality Act (CEQA), other departmental reviews and the current approved fee schedule.
Q29: State the average length (in weeks) allowed to complete the review process	6-8 months due to budgetary staff cutbacks. / 13 weeks with no change/addition to structure/site; 15 weeks otherwise.
Q30: Describe the Permit Process here.	
Step 1:	One community meeting and hearing at the Planning Commission / Planning review and analysis
Step 2:	Community Outreach
Step 3:	Public hearing / action
Other (Explain):	Other permit after approval such as building, fire, and public works if applicable.
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	People within 300-500 feet of the property / Notices should be sent to all property owners and tenants within a specified radius of the subject property, as well as neighborhood group leaders, community organization leaders, and other interested parties. Radius is typically 500 feet.
Q33: Who approves the final decision?	Planning Commission
Q34: Describe the appeal process for denied permits.	
Step 1:	Appeal to City Council / File an appeal (application and associated fee)
Step 2:	Notice for hearing
Step 3:	City Council Public Hearing
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	If they apply for Exemption it is \$35.00.; \$150 for 8 employees, with a charge of \$18 for each additional employee
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	Good to first verify with a Planner at the City regarding Zoning, permit requirements/process, time frame for review/decision, and fees. Usual zoning and design guidelines may apply as well as under the Conditional Use Permit. The

	Commercial and Industrial Guidelines are available at http://www.sanjoseca.gov/planning/design_guidelines .
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	3
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	3
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	X
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Santa Clara

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	X
Nondiscretionary Administrative Permit	
Conditional Use	
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	Single family homes within any residential or commercial zone
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	Planning Division Office
Address Line 2:	1500 Warburton Avenue, Santa Clara, CA 95050
Phone:	(408) 615-2450
Contact Person:	
Q9: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	

Q11: When is a public hearing required in the permit process?	
Q12: If a public hearing is required, who conducts the hearing?	
Q13: Who is notified of a public hearing for Use Permits?	
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	
Q15: What is the average length of time (in weeks) allowed to complete the review process?	
Q16: Describe the appeal process for denied permits here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	\$30 business certificate, plus \$31 Fire Permit safety fee
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	X
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	No
Q23: Minimum Capacity	
Q23: Maximum Capacity	
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	X

Multi-Family Residential Zone	
Residential Zone	
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	
Address Line 1:	Planning Division Office
Address Line 2:	1500 Warburton Avenue, Santa Clara, CA 95050
Phone:	(408) 615-2450
Contact Person:	Gloria Sciara
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	Minimum of 3 spaces, at least 1 per classroom
Traffic/Circulation:	
Noise:	
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Parking concerns
Q28: What are the fees charged to file for a permit?	
Q29: State the average length (in weeks) allowed to complete the review process	
Q30: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	
Q33: Who approves the final decision?	
Q34: Describe the appeal process for denied permits.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	

Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	Based upon number of employees. 1:\$15, 2-3:\$30, 4-6:\$70, 7-10:\$90, 11-20:\$115
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Saratoga

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	X
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	One space per each employee and such spaces as determined by Planning Commission to be adequate for student and visitor parking
Traffic/Circulation:	
Noise:	Must meet City Code depending on location
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	City of Saratoga
Address Line 2:	13777 Fruitvale Avenue, Saratoga, CA 95070
Phone:	(408) 868-1222
Contact Person:	Planning
Q9: Describe the Permit Process here.	
Step 1:	Speak with neighboring properties
Step 2:	Apply for Conditional Use Permit
Step 3:	If approved, apply for Building Permit (if required)
Other (Explain):	

Q10: What are the most common barriers to permitting Large Family Child Care Homes?	Traffic, noise, parking and neighbor concerns.
Q11: When is a public hearing required in the permit process?	A public hearing is required for this type of application (i.e. Conditional Use Permit).
Q12: If a public hearing is required, who conducts the hearing?	Planning Commission
Q13: Who is notified of a public hearing for Use Permits?	Property owners within 500 feet of the perimeter of the proposed location.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	\$4,550
Q15: What is the average length of time (in weeks) allowed to complete the review process?	8 - 12 weeks
Q16: Describe the appeal process for denied permits here.	
Step 1:	If project approved or denied, the proponent or opponent can appeal the project within 15 days of the decision
Step 2:	Appealed projects will be presented to City Council within 30 days of the appeal application, unless a later date is requested by the applicant/proponent.
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	Approximately \$120
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	It is imperative that the use will not disrupt the character of the existing residential environment.
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	No
Q23: Minimum Capacity	
Q23: Maximum Capacity	

Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	
Mixed Use Zone	
Multi-Family Residential Zone	
Residential Zone	
Single Family Zone	
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	
Address Line 1:	City of Saratoga
Address Line 2:	13777 Fruitvale Avenue, Saratoga, CA 95070
Phone:	(408) 868-1212
Contact Person:	Planning
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	As determined by Planning Commission
Traffic/Circulation:	Defer to a Traffic Analysis
Noise:	As determined by the Zoning Code
Density/Space:	
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Nearby residential property owners and businesses that are concerned about traffic, parking and noise impacts.
Q28: What are the fees charged to file for a permit?	\$4,550
Q29: State the average length (in weeks) allowed to complete the review process	10 - 14 weeks
Q30: Describe the Permit Process here.	
Step 1:	Speak with neighboring property owners
Step 2:	Apply for a Conditional Use Permit
Step 3:	If approved, apply for a building permit, if tenant improvements are required.
Other (Explain):	
Q31: Who conducts the public hearing?	
Planning Commission	X
Planning Administrator	
Other, please specify	
Q32: Who is notified of a public hearing for Use Permits?	Property owners within 500 feet from the proposed location
Q33: Who approves the final decision?	Planning Commission

Q34: Describe the appeal process for denied permits.	
Step 1:	Depending on the decision, an applicant or opponent can appeal a project.
Step 2:	The appeal must take place within 15 days of the project decision.
Step 3:	Once application received, City Council will add the appeal to their agenda within 30 days.
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	Updated annually based on Consumer Price Index Increases; \$100/business plus \$10 per employee to maximum of \$300 Source: http://www.saratoga.ca.us/civica/filebank/blobdload.asp?BlodID=4297
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	Not sure
(2) ...for new construction?	0
(3) ...for expansion, relocation, or rehabilitation?	0
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	
Child Care Resource and Referral Agency	
Fire Department	
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

City of Sunnyvale

Question	Response
LARGE FAMILY CHILD CARE HOMES	
Q4: Select the zoning process your city uses to regulate Large Family Child Care Homes. (Check all that apply)	
Permitted Use (also known as Use "By Right")	
Nondiscretionary Administrative Permit	
Conditional Use	X
Other, please specify	
Q5: If you selected Conditional Use, please specify the process here.	
Q6: Within what zones can a Large Family Child Care Provider operate in your city? (Check all that apply)	
Single Family Residential Zone	
Multi-Family Residential Zone	
Industrial Zone	
Commercial Zone	
Mixed Use Zone	
Other, please specify	
Q7: If zoning is not "by right" please explain the requirements for the following:	
Parking:	
Traffic/Circulation:	
Noise:	
Concentration/Spacing:	
Q8: Where do Large Family Child Care Home Providers apply for a permit?	
Address Line 1:	City of Sunnyvale, CDD, Planning Division
Address Line 2:	456 W. Olive Ave, Sunnyvale CA 94086
Phone:	(408) 730-7580
Contact Person:	
Q9: Describe the Permit Process here.	
Step 1:	
Step 2:	
Step 3:	
Other (Explain):	
Q10: What are the most common barriers to permitting Large Family Child Care Homes?	

Q11: When is a public hearing required in the permit process?	When a large family day care facility is located within 300 feet of another large family day care facility.
Q12: If a public hearing is required, who conducts the hearing?	Zoning Administrator
Q13: Who is notified of a public hearing for Use Permits?	Property owners and tenants within 300 feet of the subject property.
Q14: What are the fees to file for a permit? (State amount in dollars. For example: \$1,000.)	For a LFDC facility not within 300 feet of another LFDC= no fee. When within 300 feet of another LFDC= \$125.
Q15: What is the average length of time (in weeks) allowed to complete the review process?	0-60 days
Q16: Describe the appeal process for denied permits here.	
Step 1:	Appeal to the Planning Commission
Step 2:	Appeal to the City Council after Planning Commission
Step 3:	
Other (Explain):	
Q17: Are Large Family Child Care providers required to obtain a business license fee?	Yes
Q18: If "yes" to Question 17, what is the cost of the fee? (State amount in dollars. For example: \$50.)	\$65/year if two employees
Q19: If "no" to Question 17, who is exempt from paying the business license fee?	
Q20: What else do Large Family Child Care providers need to know about your City's zoning regulation and Use Permit process?	Large Family Child Care facilities not within 300 feet of another Large Family Child Care are approved over-the-counter.
CHILD CARE CENTERS	
Q21: Select the zoning process your city uses to regulate Child Care Centers. (Check all that apply)	
Nondiscretionary Administrative Permit	
Conditional Use (includes notifying adjacent property owners, public hearings and compliance with local statutory standards)	X
Other, please specify	
Q22: Is there a minimum or maximum Child Care Center capacity (number of children) specified in the permit process?	Yes
Q23: Minimum Capacity	It depends on the location and type of operation
Q23: Maximum Capacity	It depends on the location and type of operation
Q24: Within what zones can a Child Care Center operate in your city? (Check all that apply)	
Commercial Zone	X
Industrial Zone	

Mixed Use Zone	
Multi-Family Residential Zone	X
Residential Zone	X
Single Family Zone	X
Other, please specify	
Q25: Where do Child Care Center applicants apply for permits?	
Address Line 1:	City of Sunnyvale, CDD, Planning Division
Address Line 2:	456 W. Olive Ave, Sunnyvale CA 94086
Phone:	(408) 730-7580
Contact Person:	Planner on duty
Q26: Describe the requirements applicants must meet to obtain a Child Care Center zoning permit here.	
Parking:	Pre-Schools, Child Care or Day Care- one space per employee during maximum shift.
Traffic/Circulation:	Depends on the specific type of request
Noise:	Depends on the specific type of request
Density/Space:	Depends on the specific type of request
Q27: What are the most common barriers to permitting of Child Care Centers? (Please explain in detail here.)	Not necessarily barriers, but issues that are considered include: Appropriate location, surrounding uses, noise, and circulation.
Q28: What are the fees charged to file for a permit?	For a Child Care Center: \$1363
Q29: State the average length (in weeks) allowed to complete the review process	8-12 weeks, depending on the adequacy of the application
Q30: Describe the Permit Process here.	
Step 1:	File application
Step 2:	Review by affected city departments.
Step 3:	Notice to public
Other (Explain):	Hearing
Q31: Who conducts the public hearing?	
Planning Commission	
Planning Administrator	
Other, please specify	Zoning Administrator
Q32: Who is notified of a public hearing for Use Permits?	Owners and tenants within 300 feet of project location
Q33: Who approves the final decision?	Zoning Administrator, unless appealed
Q34: Describe the appeal process for denied permits.	
Step 1:	Appeal to Planning Commission within 15 days of Zoning Administrator action.
Step 2:	Appeal to City Council within 15 days of Planning Commission action

Step 3:	
Other (Explain):	
Q35: Are Child Care Centers required to obtain a Business License?	Yes
Q36: If "yes" to Question 35, describe the formula used to calculate the fee.	Based on the number of employees
Q37: If "no" to Question 35, what types of Child Care Centers are exempt from the Business License fee?	
Q38: What else do Child Care Center operators need to know about your city's regulations?	Consider the possible impacts it would have on neighboring properties, specifically if located in a residential neighborhood or adjacent to businesses that may be incompatible (presence of hazardous materials or conflicting uses).
Q39: In the past 2 years, how many Child Care Centers have applied... (1) ...to operate in the city?	
(1) ...to operate in the city?	Fewer than 5 new facilities, not included "after-school centers"
(2) ...for new construction?	
(3) ...for expansion, relocation, or rehabilitation?	
Q40: What other agencies do you refer people to who are trying to start-up a Child Care Center? (Check all that apply)	
Building Inspection	X
Child Care Resource and Referral Agency	X
Fire Department	X
State Community Care Licensing	X
Other, please specify	
Q41: Any suggestions on ways local government can increase the supply of child care?	N/A

Appendices

Appendix A: Contact Information

Name and contact information of survey respondents are listed in the table.

City	Email	Name:	Address Line 1:	Phone:
Campbell	paulk@cityofcampbell.com	Paul Kermoyan	70 N. First Street, Campbell CA 95008	(408) 866-2140
Cupertino	aartis@cupertino.org	Traci Caton	10300 Torre Avenue	(408) 777-3253
Gilroy	kelly.ramirez@ci.gilroy.ca.us	Kelly Ramirez	7351 Rosanna Street	(408) 846-0451
Los Altos	heidi.koo@losaltosca.gov	Heidi Koo	1 N. San Antonio Road, Los Altos, CA 94022	
Los Altos Hills	dpedro@losaltoshills.ca.gov	Debbie Pedro	26379 Fremont Road, Los Altos Hills, CA 94022	(650) 941-7222
Los Gatos	jsavage@losgatosca.gov and mmoseley@losgatosca.gov	Jennifer Savage, Associate Planner, and Marni Moseley	110 E. Main Street, Los Gatos, CA 95031 and Community Development	(408) 354-6874 / (408) 354-6802
Milpitas	sahsing@ci.milpitas.ca.gov	Sheldon S. Ah Sing	455 E. Calaveras Blvd.	(408) 586-3278
Monte Sereno	cityhall@montesereno.org	Erin McGranahan	18041 Saratoga Los Gatos, Monte Sereno, CA	(408) 354-7635
Morgan Hill	terry.linder@morganhill.ca.gov	Terry Linder	17575 Peak Ave	(408) 778-6480
Mountain View	martin.alkire@mountainview.gov	Martin Alkire		
Palo Alto	steven.turner@cityofpaloalto.org	Steven Turner	250 Hamilton Ave, 5th Floor, Palo Alto, CA	(650) 329-2155
San Jose	susan.walsh@sanjoseca.gov	Susan Walsh, Senior Planner, Planning Permit Center / Dipa Chundur (408) 535-7688	200 East Santa Clara St, Room 100 Permit Center Planning Counter, San Jose, CA 95113	(408) 535-7910
Santa Clara	kriley@ci.santa-clara.ca.us	Kevin L. Riley	1500 Warburton Avenue, Santa Clara, CA 95050	(408) 615-2450
Saratoga	mfossati@saratoga.ca.us	Michael Fossati	13777 Fruitvale Avenue, Saratoga, CA	(408) 868-1212
Sunnyvale	aminer@ci.sunnyvale.ca.us	Andrew Miner		
Santa Clara County	bill.shoe@pln.sccgov.org	Bill Shoe	70 W. Hedding St., San Jose, CA 95110	(408) 299-5749

Appendix B: Location of Where Large Family Child Care Home Providers Apply for a Permit

	Address Line 1:	Address Line 2:	Phone:	Contact Person:
Campbell		70 N. First Street, Campbell CA 95008	(408) 866-2141	
Cupertino	10300 Torre Ave	Cupertino, CA 95014	(408) 777-3308	Planning & Finance (Business License)
Gilroy	7351 Rosanna St	Gilroy, CA 95020	(408) 846-0451	Jackie Bretschneider/Fire Marshal
Los Altos	1 N San Antonio Rd	Los Altos, CA 94022	(650) 947-2750	
Los Altos Hills	26379 Fremont Rd	Los Altos Hills, CA 94022	(650) 941-7222	Debbie Pedro
Los Gatos	110 E. Main St	Los Gatos, CA 95031	(408) 354-6874	N/A
Milpitas	455 E. Calaveras Blvd	Milpitas, CA	(408) 586-3279	Planning & Zoning Information Hotline
Monte Sereno	18041 Saratoga Los Gatos Rd	Monte Sereno	(408) 354-7635	Erin McGranahan
Morgan Hill	17575 Peak Ave	Morgan Hill, CA	(408) 778-6480	Angela Rivera
Mountain View	Community Development Department	500 Castro St., Mountain View CA 94041	(650) 903-6306	Planner on Duty
Palo Alto	Development Center	285 Hamilton Ave, Palo Alto CA 94031	(650) 329-2441	Dept. of Planning & Community Environment
San Jose	City of San Jose Planning Building and Code Dept	200 E. Santa Clara St, San Jose, CA 95113	(408) 535-3555	
Santa Clara	Planning Division Office	1500 Warburton Avenue, Santa Clara	(408) 615-2450	
Saratoga	City of Saratoga	13777 Fruitvale Avenue, Saratoga, CA 95070	(408) 868-1222	Planning
Sunnyvale	City of Sunnyvale, CDD, Planning Division	456 W. Olive Ave, Sunnyvale CA 94086	(408) 730-7580	
Santa Clara County	Santa Clara County Planning Office	70 W. Hedding St., San Jose, CA 95110	(408) 299-5749	Gary Rudholm, Planning Commission Secretary

Appendix C: Location of Where Child Care Center Applicants Apply for Permits

	Address Line 1:	Address Line 2:	Phone:	Contact Person:
Campbell	70 N. First Street	Campbell, CA 95008	(408) 866-2140	
Cupertino	Planning Department 10300 Torre Avenue	Cupertino, CA 95014	(408) 777-3308	Planning Department
Gilroy	7351 Rosanna St	Gilroy, CA 95020		
Los Altos	1 N San Antonio Rd	Los Altos, CA 94022	(650) 947-2750	
Los Altos Hills	26379 Fremont Rd	Los Altos Hills, CA 94022	(650) 941-7222	
Los Gatos	110 E. Main Street	Los Gatos, CA 95031	(408) 354-6874	N/A
Milpitas	455 E. Calaveras Blvd.	Milpitas	(408) 586-3279	Planning & Zoning Information Hotline
Monte Sereno	18041 Saratoga Los Gatos	Monte Sereno, CA		
Morgan Hill	17575 Peak Ave.	Morgan Hill, CA	(408) 778-6480	Planning Division
Mountain View	Community Development Department	500 Castro St., Mountain View CA 94041	(650) 903-6306	
Palo Alto	285 Hamilton Ave	Palo Alto, CA 94031	(650) 329-2442	Any planning department staff member
San Jose	Conditional Use Permit application at the Planning, Bldg and Code Enforcement. Dept.; 200 E. Santa Clara Street.	San Jose CA - 95113	(408) 535-3555	Call Center makes all the appointments.
Santa Clara	Planning Division Office	1500 Warburton Avenue, Santa Clara	(408) 615-2450	Gloria Sciara
Saratoga	City of Saratoga	13777 Fruitvale Avenue, Saratoga, CA 95070	(408) 868-1212	Planning
Sunnyvale	City of Sunnyvale, CDD, Planning Division	456 W. Olive Ave, Sunnyvale CA 94086	(408) 730-7580	Planner on duty
Santa Clara County	Santa Clara County Planning Office	70 W. Hedding St., San Jose, CA 95110	(408) 299-5770	N/A

Appendix D: Land Use, Zoning, & Business License Requirements for Large Family Child Care Homes

	Permits			Zones						Fees	
	Use "By Right"	Administrative Permit	Conditional Use	Single Family Residential	Multi-Family Residential	Industrial	Commercial	Mixed Use	R-2 Zoning	Conditional Use Permit Fee	Business License Fee
Campbell			✓	✓	✓					\$1,721 + \$190 environmental exemption (if applicable) = \$1,911	1 employee = \$85; 2-3 = \$102; 4-10 = \$120; 11 or more = \$137
Cupertino		✓		✓					✓	\$1,115 for the Director's Use Permit, \$220 for categorical exemption, \$50 for filing, \$400 refundable noticing deposit	\$229 annually
Gilroy	✓			✓	✓					**	**
Los Altos			✓	✓			✓			\$2,750	\$75 for up to five employees
Los Altos Hills			✓	✓						**	**
Los Gatos			✓			✓	✓	✓		\$5,445	Business license fee varies; with a business license exemption request it is \$25 processing fee
Milpitas	✓			✓	✓			✓		**	\$25
Monte Sereno			✓	✓						\$2,450	
Morgan Hill	✓			✓	✓		✓	✓		**	\$180
Mountain View			✓	✓	✓					\$1,300	\$25
Palo Alto			✓	✓	✓	✓	✓	✓		\$166 + administration fees	**
San Jose	✓			✓						No permit required/ no fees	With submitted exemption form it is \$35 rather than \$150. \$35 with License and \$150 without License.
Santa Clara	✓			✓						**	\$30 business certificate, plus \$31 Fire Permit safety fee = \$61
Saratoga			✓	✓						\$4,550	Approximately \$120
Sunnyvale			✓							For a facility not within 300 feet of another family child care home= no fee. When within 300 feet of another family child care = \$125	\$65/year if two employees
Santa Clara County**				✓	✓	✓	✓	✓		\$731	None
Total	5	1	9	14	7	3	5	5	1		
Low										\$0	\$25
High										\$5,445	\$229
Average										\$2,054	\$99

✓ = Yes; *Data not available; ** Permit = Other response: Discretionary approval, license required.; Dollar figures in bold were used to calculate average.

Appendix E: Land Use, Zoning, & Business License Requirements for Child Care Centers

	Permits		Zones							Fees	
	Administrative Permit	Conditional Use	Single Family Residential	Multi-Family Residential	Residential	Industrial	Commercial	Mixed Use	BQ *	Conditional Use Permit Fee	Business License Fee
Campbell		✓						✓		\$1,721 + \$190 environmental exemption (if applicable) = \$1,911	**
Cupertino		✓		✓				✓	✓	\$15,110 to \$24,550 (depends on facility size) – base fee	\$229 annually
Gilroy										**	**
Los Altos		✓	✓		✓			✓		\$2,750	
Los Altos Hills										**	**
Los Gatos		✓	✓	✓	✓	✓	✓	✓		\$5,445	If they submit a business license fee exemption it is \$25
Milpitas		✓	✓	✓	✓		✓	✓		\$3,000	\$35
Monte Sereno		✓	✓								
Morgan Hill		✓		✓	✓		✓	✓		\$5,672	**
Mountain View		✓			✓					\$1,827	\$25
Palo Alto	✓	✓	✓	✓	✓	✓	✓	✓		\$166	**
San Jose		✓			✓		✓			\$2,507 + \$1.20 per square feet ; If conversion of Small Family Daycare to child care \$3,207. Fee calculations are based on square foot, whether they are new construction or existing buildings, C3 Stormwater, California Environmental Quality Act (CEQA), other departmental reviews and the current approved fee schedule.	If they apply for Exemption it is \$35; \$150 for up to 8 employees, with \$18 for each additional employee
Santa Clara	✓						✓	✓		**	Based on the number of employees (\$15 to \$115)
Saratoga		✓					✓			\$4,550	Based on the number of employees
Sunnyvale		✓	✓	✓	✓		✓			\$1,363	Based on the number of employees
Santa Clara County		✓	✓	✓	✓	✓	✓	✓		\$7,905 - \$10,190 + \$3,045 Environmental Assessment	N/A
Total	2	13	7	7	9	3	12	7	1		
Low										\$166	\$15
High										\$24,550	\$229
Average										\$4,604	\$80

✓ = Yes; *Quasi Public/Public & Common Facility Planned Development; **Data not available; Dollar figures in bold were used to calculate average.

Appendix F: Fire Inspection Regulations, Fees and Requirements – Large Family Child Care Homes and Child Care Centers

	Fire Inspection				Preliminary Inspections					
	Large Family Child Care Homes		Child Care Centers		Large Family Child Care Homes			Child Care Centers		
	Fee	Fee Amount	Fee	Fee Amount	Inspection	Preliminary Inspection Fee	Fee Amount	Inspection	Preliminary Inspection Fee	Fee Amount
Campbell*										
Cupertino*										
Gilroy	✓	\$50	✓	\$50	✓	✓	\$50	✓	✓	\$50
Los Altos*										
Los Altos Hills*										
Los Gatos*										
Milpitas	No	\$0	✓	<100 children \$286, >100 children \$572	✓	✓	\$50	✓	✓	\$50
Monte Sereno*										
Morgan Hill*										
Mountain View*										
Palo Alto	✓	\$65	✓	\$125	✓	No	\$0	✓	No	\$0
San Jose	✓	\$174	✓	\$441	✓	✓	\$174	✓	✓	\$174, Based on 1 hour
Santa Clara	✓	\$50	✓	>25 children \$100, <25 children \$50	✓	✓	\$50	✓	✓	\$50 or \$100
Saratoga*										
Sunnyvale**	No		No		✓	No	\$0	✓	No	\$0
County of Santa Clara	✓	\$543	✓	\$543	✓	✓	\$50 for up to 25 clients	✓	✓	\$50 for up to 25 clients and \$100 for over 25 clients; State mandated
Total	5		6		7	5		7	5	
Low		\$0		\$50			\$0			\$0
High		\$543		\$572			\$174			\$174
Average		\$176		\$305			\$75			\$95

✓ = Yes; *No data available; ** Sunnyvale does charge for a fire regulated permit with annual fees ranging from \$128 to \$385, specifically for Large Family Day Care (9-14 children) \$128, Day Care Center (15 to 49 children) \$218, and Day Care Center (50 or more children) \$385. A fire inspection is conducted annually in regards to the renewal of the permit.