



CITY OF SAN RAMON

Planning Services Division
2401 Crow Canyon Road
San Ramon, CA 94583
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LARGE FAMILY DAY CARE - MINOR USE PERMIT SUBMITTAL REQUIREMENTS

The following items are required for a complete application. Please review this list with the Planning Services Division to confirm specific requirements and to determine if additional information or other applications are required.

Required Plan Submittal:

- **Plan Sets:** Three (3) sets of 8-1/2 in. x 11 in. size plans
- **Scale:** Drawn to a scale of at least 1/8 in. = 1 ft. for architectural plans and 1 in. = 40 ft. for engineering plans
- **All Plans:** Fully dimensioned and include a north arrow, graphic scale, site address, and date

Submittal Requirements:

- 1. Application Form.** Include signature(s) of the legal property owner(s) and applicant.
- 2. Application Fee.** See the Planning Services Fee Schedule. We accept cash, credit cards (Visa, MasterCard and American Express) or checks (make check payable to City of San Ramon).
- 3. Copyright Release Form** – completed and signed, as applicable.
- 4. Property Profile Report.** A property profile report prepared by a title company within the last 3 months.
- 5. Public Hearing/Meeting Noticing List** (see noticing handout).
- 6. Written Statement.** Describe in detail the characteristics of the proposed large family day care use including:
 - a) number of employees,
 - b) number of children,
 - c) days and hours of operation;
 - d) typical drop off and pick up times;
 - e) number of parking spaces available for employee and drop off/pick up;
 - f) and any other relevant information

- 7. Site Plan.** Plan shall be fully dimensioned and drawn at 1 in. = 40 ft. or larger and shall include the following:
 - a) Legal boundaries: Indicate the dimensions of the legal boundaries of the property.
 - b) Buildings and Structures: Show the outside walls and indicate the use of all existing and proposed buildings and structures.
 - c) Parking Spaces: Label the location of all required employee and drop off/pick up parking spaces.
 - d) Play Area: Label the location of the required outdoor play area.

- 8. Floor Plans.** Plan shall be fully dimensioned and drawn at 1/8 in. = 1 ft. or larger and include the following information:
 - a) the walls, stairs, windows, and doors for each floor of the residence;
 - b) the use of each space/room(s);

- 9. Photos.** Photos of the exterior of the residence including the location of required parking spaces and outdoor play area.

- 10. State of California License.** A copy of the Family Day Care License from the State Department of Social Services, Community Care Licensing Division.

- 11. Additional Items.** Depending upon the specific nature of the request, the Zoning Administrator may waive submittal requirements not applicable to an application or may require additional information to process an application.
