



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive  
Beverly Hills, CA 90210-4817  
(310) 285-1123  
FAX: (310) 858-5966

CITY OF BEVERLY HILLS

**APPLICATION FOR LARGE FAMILY DAY CARE HOME USE PERMIT**  
**(R-1 ZONES)**

1. **Preliminary.**

Large Family Day Care Homes, as defined in the State Health & Safety Code are permitted in single family residential zones (R-1, R-1.X, R-1.5, R-1.5X, R-1.5X2, R-1.6X, R-1.7X and R-1.8X) in Beverly Hills, provided they are licensed in compliance with State law, comply with the standards identified in Section 10-3.408 of the Beverly Hills Municipal Code and receive a Large Family Day Care Home Use Permit.

**Note that the Community Care Licensing Division of the California Department of Social Services regulates and licenses child care operations, including Large Family Day Care Homes. Applicants are advised to contact that office to identify State requirements for operation of such facilities. A Large Family Day Care Home Use Permit issued by the City of Beverly Hills does NOT cover the requirement for a State-issued license.**

(Note that Large Family Day Care Homes are permitted in multifamily residential zones and commercial zones under a Conditional Use Permit. Check applicable zone for those requirements.)

2. **Application Requirements.**

**Radius Map.**

**12 copies** of a map indicating each parcel of land and land use within 100 feet of the exterior boundaries of the site. Number each parcel consecutively. The radius map must include the site address and a title block with the names, addresses and telephone numbers of the applicants or authorized agent. Map must be a minimum of 8½" x 11" and must be folded to not exceed 8½" x 13".

**Plot Plan.**

**12 copies** of a plot plan showing the footprint (outline) of the house and any outbuildings (garage, etc.), location of driveway if any, and location of all parking spaces beyond the front setback. The location of all walls enclosing the rear and side yards must be shown

City of Beverly Hills  
**LARGE FAMILY DAY CARE HOME USE PERMIT APPLICATION**

and the maximum and minimum wall heights must be indicated. The plot plan must be accurate, drawn to scale and include a title block with the site address and the names, addresses and telephone numbers of the applicants or authorized agent. Plan must be a minimum of 8½" x 11" and must be folded to not exceed 8½" x 13".

**Mailing Labels.**

Three sets of mailing labels of all property owners and residential occupants of property within 100 feet of the site. The property owners list must be obtained from the most current Los Angeles County Tax Assessor's roll. Include the applicant's and/or representative's address. The labels must be numbered to correspond to the number assigned to each parcel on the radius map. Labels must be typed on Avery or Xerox brand self-adhesive 8½" x 11" sheets. Do not abbreviate city names (Postal Service request). (The City will affix the address labels, postage, and return address to the envelopes.)

**Affidavit.**

Radius maps and mailing labels must be accompanied by a signed statement that the labels and maps are complete and current (a sample affidavit is attached).

**Fees.**

Large Family Day Care Home Use Permit No fee.

Environmental Assessment No fee.  
(Exempt from CEQA.)

Mailing Fees: See current Fee Schedule: **\$0.\_\_\_\_** x No. of labels in **one** set.

Note that if the applicant or interested party requests a public hearing, a mailing fee for a second set of mailing labels will be required.

Public hearing notice fee: See current Fee Schedule

If the applicant or interested party requests a public hearing, a notice must be published in a local newspaper of general publication.

(Note: The indicated charge is a *basic* charge; the applicant is subject to any additional publishing charges over and above the initially submitted amount.)

City of Beverly Hills  
**LARGE FAMILY DAY CARE HOME USE PERMIT APPLICATION**

In order to determine compliance with 10-3.408, applicants for Large Family Day Care Use Permits must provide the following information.

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Site Address \_\_\_\_\_

Name of Day Care Home (as appearing in State license application)

\_\_\_\_\_

Property Owner Name \_\_\_\_\_

(Letter of authorization from property owner must accompany application if applicant is not the owner of the site.)

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Maximum number of non-resident employees, aides or helpers to be employed at the site. \_\_\_\_\_

How many legal parking spaces are on the site? (A legal parking space must be located on a paved area not in front of the front setback which may or may not be enclosed in a garage or carport.)

\_\_\_\_\_

Is there a licensed child care operation located within 300 feet of the site facing the street, or 150 feet of the site facing the rear? (Identify name and address.)

\_\_\_\_\_

\_\_\_\_\_

Describe vehicular loading and unloading provisions for arriving/departing children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City of Beverly Hills  
**LARGE FAMILY DAY CARE HOME USE PERMIT APPLICATION**

Are the rear and side yards enclosed with a solid masonry wall? Refer to 10-3.408(2) for requirements. (Show location of walls and indicate heights of side and rear walls and location of all gates on plot plan.)\_\_\_\_\_

Does the applicant request a public hearing as part of the review of the application?

Yes       No

**CERTIFICATION:** I, \_\_\_\_\_, have read and understand all statements on this application. I am the property owner or the authorized agent associated with the subject project. I hereby declare (affirm) that the foregoing statements and facts are true and correct.

\_\_\_\_\_  
Signature of      Or      Signature of      Date  
Property Owner      Authorized Agent

---

---

For Office Use Only

Date material received \_\_\_\_\_ Received by \_\_\_\_\_

Mailing label fee paid: \_\_\_\_\_ Notice fee paid \_\_\_\_\_

Material checked by \_\_\_\_\_ and determined to be (complete)/ (incomplete). If incomplete, applicant notified on (date) \_\_\_\_\_ by (phone/mail/other) to supply missing information.

Note that Large Family Day Care Homes are exempt from CEQA (Govt. Code § 1597.46(2)(b)). Note that no public hearing may be conducted on the application unless requested by the applicant or affected person (Govt. Code § 1597.46(a)(3)); consequently the required mailed notice which advises of the pending application must also advise of the opportunity to request a hearing and identify a date by which a reply must be received so that the public hearing notice may be mailed and published.

**MAILING LIST AFFIDAVIT**

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )       ss  
CITY OF BEVERLY HILLS)

I \_\_\_\_\_, hereby certify that, to the best of my knowledge and under penalty of perjury, the attached Ownership List correctly shows the names and addresses of all persons to whom all property is assessed, as they appear on the most current Los Angeles County Tax Assessor's roll, within the area described on the attached application and for a distance of \_\_\_\_\_(     ) feet from the exterior boundaries of the property described on the attached application.

I further certify that, if required pursuant to the attached application, the attached Occupants List reflects all residential addresses within \_\_\_\_\_(     ) feet from the exterior boundaries of the property described on the attached application that are not owner occupied.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date