



CITY OF SANTA MONICA
**CHILD CARE AND EARLY
EDUCATION FACILITIES
PLANNING GUIDE**

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HOW TO USE THIS GUIDE

We are delighted you are interested in opening up a childcare and early education facility in Santa Monica!

Since 1991, with the development of the Child Care Master Plan and the 2015 Zoning Ordinance update, Santa Monica City Council has demonstrated a strong commitment toward promoting and facilitating the development of quality, licensed child care options to families. This guidebook is part of the City's long-standing effort to help center providers navigate the City's permit process and related building requirements. It provides key information about local and state requirements addressing licensing, property use, facility requirements, parking, health, fire, safety, and access issues.

As you study this Planning Guide, you will discover that establishing a quality child care and early education facility may require learning a new language. You will need to interact with a number of state and City departments and agencies that regulate child care programs.

This Guide seeks to help you navigate this complex process.

-  **Section 1:** Describes how you can develop a business plan.
-  **Section 2:** Summarizes the State licensing requirements and the steps to obtaining your State license.
-  **Sections 3 - 4:** Describe the City's permit processes for child care in Santa Monica.
-  **Sections 5 - 7:** Explain the building and safety requirements, with a checklist to help you prepare for your fire inspection, and information about the permits to construct, alter or change the use of any building.
-  **Sections 8 – 13:** Provide additional information about City Boards, Commissions, and Advisory Groups; how to obtain a City Business License and insurance; and suggestions to help you be a good neighbor. Answers to some of the most frequently asked questions about City permit processes are also provided.

In addition, this guide includes a City phone directory, glossary of common terms, a diagram explaining City zoning districts, and a child care planning checklist available in appendices A-E on pages 34-43.

Every effort has been made to provide you with the most current information on opening a

child care center in Santa Monica. However, while this guide includes the updates to the Zoning Ordinance adopted by City Council and effective July 24, 2015, regulations and their interpretations do change. Please use this only as a guide and be sure to research all topic areas before making any financial or construction decisions.

If, after reading this guide, you would like to further discuss your specific project, please contact the City's Early Childhood Analyst in the Human Services Division at (310) 458-8701, and the City's Planning Division Designated Child Care Project Planner at (310) 458-8341. These two staff members are specifically assigned to be available to support you through the process and assist you in coordinating across various City divisions and departments.

[Connections For Children](#), the community-based child care resource and referral agency that serves Santa Monica, can provide resources, information, and assistance at each step in this process.

Please consider the following questions before you decide to open, expand, or remodel a facility:

- ✚ Do you have a well-conceived business plan?
- ✚ What is the child care need in Santa Monica?
- ✚ How much space do you have in your facility, inside and outside, for quality care?
- ✚ How many children will you be able to serve with that space?
- ✚ How will you finance any necessary renovation or construction?
- ✚ What are the costs of startup and operation?
- ✚ How long can you allow before you receive any income from fees and other sources?

SECTION 1:

DEVELOPING A BUSINESS PLAN

Creating a business plan to guide you through the start-up, growth phase, or any endeavor your small business undertakes is an important first step.

A successful child care or early education center starts with a good business plan. A business plan will make you think about your goals, the resources you may need, and help you anticipate problems that might otherwise surprise you.

Some things to consider when developing your business plan include:

- ✚ **Goals.** Setting short and long-term goals will help guide the development of your child care center.
- ✚ **Setting fees.** The fees that you charge will provide the financial base for your business and your income.
- ✚ **[Connections For Children](#)**, a nonprofit resource and referral agency, can help you determine fair, competitive fees, and also provide information about serving low-income and other families through the child care subsidy system.
- ✚ **Recordkeeping.** Identify and organize the records you must keep such as attendance, medical and payment records, and emergency contact information. Be sure to find out what other information may be required by State regulations. These records are essential when filing your California and federal income tax returns.
- ✚ **Contracts.** Contracts help mitigate any possible misunderstandings between you and the families in your program. Contracts clarify the rights and responsibilities of each party, payment, policies, hours that you provide care, and other important details.
- ✚ **Taxes.** Accurate and complete records are essential to running a successful business.
- ✚ **Insurance Requirements.** All child care centers are required by law to carry insurance on their employees, including: Unemployment insurance, State Disability insurance, Worker's Compensation, and Social Security. Please consult with a tax professional to review the specific requirements.
- ✚ **Marketing.** As part of your initial business plan, you should begin developing your marketing plan and begin implementation at least three months prior to your program's scheduled opening. The marketing plan will outline your plan to "sell" your business and

its services to the community. This will describe your strategy on initial and continuous enrollment, as well as operation of your child care center.

As soon as you are ready to open, contact Connections for Children to let them know about your child care and early education program. Note: Any and all advertising for your child care center must include a licensing number and cannot be distributed prior to receiving your child care center license without stating the center license is pending and not currently licensed according to Title 22 Regulations.

 **Meeting Quality Standards.** Once you are established (12 months experience operating a child care center), you may want to consider accreditation through the National Association for Education of Young Children (NAEYC) and participation in Los Angeles County's Steps to Excellence Program (STEP), a quality rating system. These programs help parents identify quality child care by ensuring your center meets quality standards in different areas such as relationships, environment, and developmental learning goals.

As mentioned above, [Connections For Children](#) provides technical assistance to child care providers. Connections For Children may be able to assist you with developing your business plan and identifying potential funding opportunities. In addition to Connections for Children, there are also several national organizations, such as the National Association for Education of Young Children, that produce materials on many of the above topics.

For more information, contact Connections for Children at (310) 452-3325, or visit www.cfc-ca.org.

SECTION 2:

State Licensing and Definition of a Child Care Center

The State of California Department of Social Services (CDSS) defines a child care center as a child care facility of any capacity, except for small and large family child care homes in which non-medical supervision is provided in a group setting for less than 24 hours per day.

The City of Santa Monica defines a Child Care and Early Education Facility as a nonresidential use, which is an “establishment providing non-medical care for persons less than 18 years of age on a less-than-24-hour basis other than Family Day Care (Small and Large). This classification includes commercial and nonprofit nursery schools, preschools, day care facilities for children, and any other day care facility licensed by the State of California and includes any day care facility other than a family day home, including infant centers, preschools and extended day care facilities [Santa Monica Municipal Code (SMMC) Section 9.51.030(A)(3)].

STATE LICENSING

In the State of California, the Community Care Licensing Division of the Department of Social Services (CCLD) licenses and regulates child care centers.

You must apply for a State license if you would like to:

- ✚ Open up a new center (part or full-day);
- ✚ Purchase an existing center (licenses are not transferable);
- ✚ Move your program to a new site (both you and your site are licensed); or
- ✚ Continue to operate a program after a change in the legal status of the licensee (e.g. individual to corporation, changes within corporation, etc.).

The regulations used in licensing are taken from the [California Code of Regulations, Title 22, Division 12](#). You may obtain a copy of the Title 22 Regulations through CCLD’s website: www.cclid.ca.gov.

The entity seeking a Center License can be an individual(s), partnerships, a corporation, or an institution, etc.

Types of Child Care Center Licenses

CCLD grants the following types of child care center licenses:

- ✚ **Infants.** Care provided for children from birth through two years
- ✚ **Preschool Age.** Care provided to preschool-aged children from two years through entry into first grade, depending on whether they are pre-kindergarten.
- ✚ **Toddler Option.** Care provided for children from 18 to 36 months. This age group would be reflected as an optional component of either the infant or preschool portion of the license.
- ✚ **School Age.** Care usually provided to children from 4 years, 9 months, and enrolled in kindergarten and above.
- ✚ **Mildly-Ill Children.** Any child care center or part of a child care center of any capacity where less than 24-hour per day nonmedical care and supervision are provided to mildly ill children in a group setting.

In certain instances, a [license is not required](#) for a small or large family child care home. Please visit the [State Community Care Licensing Division website](#) for more detail. Some examples include, but are not limited to:

- ✚ Extended care programs operated by certain public and private schools serving their own students;
- ✚ Vacation-time activities of an instructional nature in a classroom setting;
- ✚ Any program offering temporary child care services where parents remain on the same premises;
- ✚ Certain public and private recreation programs for school-aged children that operate for less than 12 weeks per year. These programs must operate during hours other than normal school hours and must be less than 16 hours per week or 12 weeks per year. Preschool age programs must be less than 12 hours per week and 12 weeks per session;
- ✚ [Cooperative arrangements](#) between parents, where no money is exchanged. (Be aware that strict requirements govern cooperative parent childcare situations. Please contact the CCLD for more information.); or
- ✚ Adult education classes where child care is operated by a public school district and parents remain on the same premises.

The above are only examples of common situations that are considered license-exempt. It is your responsibility to determine the need for licensure under the Child Day Care Act. Always check with the [local Child Care Licensing Regional Office](#) when determining the need for a license. If your program fits the description of one of these exempt types of care, contact the CCLD office, describe the planned program, and ask for written verification that the program does not need to be licensed.

Obtaining a State License

1. **Complete the initial Child Care Application Orientation.** CCLD holds two orientations that you must attend prior to applying for your child care center license. Be aware that there is a fee for these orientations. The application packet and the California Code Regulations (Title 22) are available at the [CCLD website](#). You have the option to complete the orientations online or in-person that cover the licensing requirements, application process, and the role and responsibilities of the licensing agency.

After the orientation, you will receive a certificate of completion. It is important to check the CCLD website regularly for any special announcements or changes to the CCLD licensing process. Maintaining communication with your Licensing Program Analyst (LPA) is also necessary to be sure that you are clear about your center's requirements. To complete the orientation online or to schedule an in-person orientation, go to the CCLD website at <http://www.cclد.ca.gov> or the regional office that serves Santa Monica:

Culver City Child Care Regional Office
6167 Bristol Parkway, Suite 400
Culver City, CA 90230
Phone: (310) 337-4335
Fax: (310) 337-4360

2. **Complete the Operations and Record Keeping Orientation.** This orientation, which may be completed [online](#) or in-person, is intended for both the applicant and the center director, and a small processing fee is charged. This orientation covers topics such as providing care and supervision, daily operations and accountability of the center, forms, criminal record clearances, and staff qualifications and ratios. Additionally, you will receive information about the application procedures, licensing fees and other pertinent information about child care. After the orientation, you will receive a certificate confirming successful completion. This certificate is required in order to submit an application.

Following completion of the orientation, you will receive a certificate of completion. Complete and return the certificate to the Culver City Child Care Regional Office.

3. **Search for a site.** You will need to have a site when you turn in your application. The process of finding an appropriate site is probably the most challenging and frustrating part of this process, yet, the most important to the success of your child care center. While the location needs to be “good for business,” factors such as the indoor and outdoor space requirements, and parking must be considered. See Section 3 of this guide for the City’s Planning requirements.
4. **Fill out and submit all the required forms and supportive documents** as soon as you receive your license application. Application processing will not begin until all forms in Section A and all documents in Section B have been completed and sent to CCLD, along with the nonrefundable application fee. CCLD will review the information to see that you meet the minimum requirements for a license. Make a photocopy of your application before you give it to the licensing office. If you need additional forms, make photocopies of the blank forms from the application booklet or contact the Community Care Licensing Office. Communication with your LPA is critical to completing everything correctly. Always refer back to the California Code of Regulations, Title 22, Division 12, if you have questions.

A qualified director for your program, which may or may not be the applicant, must be identified as part of your application. The director should also attend the orientations and record keeping orientation.

If you plan to operate a profit-making or not-for-profit corporation, start the incorporation process immediately, as it may take some time. Information on the filing process and fees is available from the Secretary of State, 1500 11th Street, Sacramento, CA 95814, and through their website: <http://www.ss.ca.gov>.

5. **Obtain a Permit from the City of Santa Monica.** Different permitting requirements apply to child care centers located in residential, commercial, or other non-residential zoning districts. Depending on the zoning district for the site where the center would be located, a Conditional Use Permit may or may not be required. This process should begin simultaneously with the submittal of your Community Care Licensing Application.
6. **Apply for a City business license and start shopping for insurance** (fire, liability and theft). Keep your LPA at CCLD informed if there are any delays due to permit requirements.
7. **Obtain Fire Clearance.** The CCLD office will notify the local Santa Monica fire inspection authority to inspect your site. In addition, if you are in the process of obtaining a Conditional Use Permit, the City’s Fire Marshall may visit the facility. Please know that obtaining a Conditional Use Permit does not guarantee that you will receive a fire clearance and vice versa. Once the fire clearance is approved, a pre-licensing inspection will be scheduled.

8. **Participate in the CCLD site visit.** The purpose of the site visit is to ensure that your center meets basic health and safety standards and Title 22 regulations.

During the site visit, Inspectors will look for specific standards. The following are some examples including, but not limited to:

- ✚ A minimum of 35 square feet of unencumbered floor space must exist for each child and infant. (This is space where children can play and excludes any diaper changing areas, kitchen, storage, office, rest rooms, corridors, and/or fixed furniture areas.) Infant programs must include a sleeping area that is physically separate from the activity area;
- ✚ If playground equipment exists, a minimum of 75 square feet of outdoor activity space per child exists. This area must be enclosed by a secure fence at least four feet high and must include shaded rest areas and easy access to drinking water. Bodies of water must be inaccessible and have fencing;
- ✚ One toilet and one hand-washing fixture for every fifteen children;
- ✚ A sample menu posted for snacks and/or any meals served. (Please note: a minimum of two snacks a day must be served for full-day programs using items from at least two basic food groups);
- ✚ Provisions for naps without distraction or disturbance;
- ✚ A clean, safe, sanitary, facility in good repair;
- ✚ A current disaster and mass casualty plan, earthquake preparedness checklist, and disaster instructions and drills;
- ✚ Arrangements for the location and care of children who become ill and appropriate arrangements for emergency medical care;
- ✚ Properly stored and maintained first aid supplies;
- ✚ Suitable storage space for proper operation, including a “cubby” for each child to hold hats, coats, and other belongings, proper set up of furniture;
- ✚ Drinking water available in each playroom and on the playground;
- ✚ Appropriate records maintained for each staff member and each child;
- ✚ Operational telephone line;
- ✚ A posted sample daily schedule.

Receipt of License

If any changes are necessary, you will be informed by your Licensing Program Analyst (LPA), both verbally and on the written "Report of Field Visit." Additional visits may be scheduled if corrections or changes are required. Once all visits are completed, the LPA will begin the final phase of processing your license.

Staffing Requirements

Child care and early education is a necessarily labor intensive service. [Title 22 State licensing regulations, Division 12, Chapter 3, Section 101216.3](#) mandates a minimum staff-to-child ratio to ensure that health and safety standards are met. The following outlines examples of the minimum staffing requirements necessary to operate. It is your responsibility to determine staffing requirements based on your project. This document is meant only as a guide, always check the Title 22 regulations and consult with the local [regional licensing office](#) when determining staffing requirements.

- ✚ A fully-qualified director, or designated substitute, must be on site at all times. Child Care Center Director qualifications and duties are detailed in the [State of California Title 22 Regulations, Section 101215.1](#). A qualified director is not only required, but crucial to the success of an operation.
- ✚ An Assistant Director when 25 or more infants are in attendance.
- ✚ Infants: The teacher-child ratio for children between six weeks and 18 months of age is one teacher for every four infants in attendance, or one teacher and two aids caring for a maximum of 12 infants in a group, where each person is responsible for no more than four infants, and aids are under direct supervision of a fully qualified teacher.
- ✚ Preschool Age: The teacher-child ratio for preschoolers (ages two through entry into first grade) is one teacher for every 12 children or one teacher and one aide directly supervising no more than 15 preschoolers, or up to 18 preschoolers if the aide meets certain education criteria.
- ✚ Toddler Option: The teacher-child ratio for toddlers (children between 18 and 30 months of age) is one teacher to six toddlers, or one teacher and one aide supervising a maximum of 12 toddlers. The maximum group size for this age group is 12 children.
- ✚ Teacher aides may not supervise children alone but can assist a teacher with a group of up to 15 preschool age children. If the aide is currently completing at least two post-secondary semester units (or equivalent) in early childhood education or child development each semester or quarter, 18 children may be included in the group supervised by the teacher and the aide.

- ✚ School Age: One teacher for every 14 children, one teacher and one aide for each group of 15 to 28 children, two teachers and one aide for every 29 to 42 children, or two teachers for groups numbering 43 to 56 children.

In addition to the teaching staff, a child care center must employ sufficient personnel to carry out clerical, housekeeping, and maintenance functions.

SECTION 3: CITY PLANNING

Zoning District and Planning Permits

Once you have found a potential site for your facility, it is strongly recommended that you seek information and guidance regarding the City's zoning requirements from the City Planning Division's Designated Child Care Project Planner.

If you plan to locate in a residential zoning district or a Neighborhood Commercial district, a Conditional Use Permit (CUP) will be required. This will impact your processing time and project costs. A CUP is intended to more carefully review sensitive uses such as a child care center, to minimize or avoid impacts on the surrounding neighborhood that can only be understood by analyzing the specific proposed project. Conditions are often included that pertain to both construction and operation, such as noise insulation, operating hours, outdoor play hours, number of children, parking and loading locations and procedures and landscaping.

In order to support the City's goal to increase the amount of high-quality child care in Santa Monica, City Planning fees are waived for child care facility applications. Please note that Building permit fees still apply.

You can also obtain more information on your zoning inquiry online at <http://qcode.us/codes/santamonica/>. **Article 9 (Zoning Ordinance) Division 2** contains land use regulations for all zoning districts.

SMMC Section 9.31.120 contains the specific regulations for Child Care and Early Education Facilities (see below). Child care and early education facilities require one parking space per 500 square feet of indoor area, and loading spaces must also be provided (see page 15).

The Zoning Ordinance (SMMC Section 9.28.140) also requires bicycle parking. For childcare uses, the requirement is 1.5 short-term (bike racks) for each 10 students and 5 long-term storage (generally in a room or bike locker) for each classroom. This requirement supports the City's community goal to encourage bicycles and a healthy and clean form of transportation.

Zoning research is very important to help you determine whether your early childhood center site is practical. Never commit yourself to any site until you have determined that it is a viable site and that you have a budget that provides for both development and operation.

Applicants who have successfully negotiated this process may be able to provide you with much assistance and support. While legal representation is not required for the City's permit processes, a lawyer or land use professional with experience in handling zoning matters might

be of great help, particularly if the project is complex or facing strong opposition.

Pre-Submittal Meetings

Child care facility applicants can also benefit from a pre-submittal process that the City offers, with fees waived for these applications. The pre-submittal meeting allows you to get early input on your project from the City staff who will eventually review the application, including: Planning, Mobility, Building and Safety, Fire, Public Works, Civil Engineering, and Resource Recovery & Recycling. To get the most out of your pre-submittal meeting, you should provide as much information as possible about your site and operation so that City staff can maximize their comments and assist you in planning your project. See Appendix A for a sample site plan. A pre-submittal application is available on-line at the City Planning website (<http://www.smgov.net/Departments/PCD/Applications-Forms/>).

Special Conditions

Please carefully review the following special requirements of SMMC Section 9.31.120 and Chapter 9.28 (Zoning Ordinance).

9.31.120 Child Care and Early Education Facilities

The provision of child day care and early education in safe and convenient locations is an important policy objective of the City. The purpose of this section is to ensure the safety of children attending these facilities and to preserve the character of the surrounding neighborhood. Child Care and Early Education Facilities shall be located, developed, and operated in compliance with the standards of this section.

A. **Fences and Walls.** Outdoor play areas shall be enclosed by a fence of at least 4 feet in height. In a required front setback the minimum 4-foot height shall be allowed by right. However, the fence height in a required front setback may not exceed 4 feet in height unless permitted through approval of an adjustment consistent with Section [9.21.050](#), Fences, Walls, and Hedges, and Chapter [9.43](#), Modifications and Waivers. Materials, textures, colors, and design of the fence or wall shall be compatible with on-site development and adjacent properties. All fences or walls shall provide for controlled points of entry.

B. **Outdoor Play Area.** For Child Care and Early Education Facilities, outdoor space shall be required for each child older than 2 years in compliance with applicable State requirements. This area must be either owned or leased by the applicant and cannot be shared with other property owners unless written permission is granted by the other property owners. This requirement may be waived if the applicant can demonstrate that there is a public park, school, or other public open area in close proximity to the facility.

C. Organized Outdoor Activities—Hours. If the Child Care and Early Education Facility is located within or adjacent to a residential district, or adjacent to a residential use, organized outdoor activities shall be limited to the hours of 8:00 a.m. to 8:00 p.m. or sunset, whichever comes first, on weekdays and 9:00 a.m. to 8:00 p.m. or sunset, whichever comes first, on weekends.

D. Passenger Loading. A passenger loading plan shall be required in accordance with Section [9.28.080\(C\)](#) subject to the approval of the Director. All loading facilities shall be provided off-street and within the subject property. The Director may authorize up to one required on-street passenger loading space along a frontage curb for certain designated times for Child Care and Early Education Facilities.

E. State and Other Licensing. All Child Care and Early Education Facilities shall be State licensed and shall be operated according to all applicable State and local regulations.

F. Neighborhood Liaison. All Child Care and Early Education Facilities shall designate an on-site contact person to serve as a neighborhood liaison to address any neighborhood concerns related to the Child Care and Early Education Facility operation. (Added by Ord. No. 2486CCS §§ 1, 2, adopted June 23, 2015; amended by Ord. No. 2536CCS § 11, adopted February 28, 2017)

From 9.28.080 (Parking, Loading and Circulation)

The table below sets forth the number of required passenger loading spaces for child care facilities. Passenger loading spaces must be at least 18 feet long and 10 feet wide and properly illuminated. The City may permit one loading space on the adjacent street frontage limited to specific hours as appropriate, with all others to be located within the property in close proximity to the building entrance. These spaces must be clearly identified on project plans submitted with an application.

Additional information on the content of the Passenger Loading Plan is detailed within the ‘Conditional Use Permit Process’ section of this guide below.

Table 9.28.080.E.4: Schools and Day Care Center Loading Spaces	
Enrollment (students)	Loading Requirement
1-20	2 Passenger
21-60	4 Passenger
61-299	6 Passenger 1 Standard
300 and over	8 Passenger 1 Standard

If a CUP is required, the Mobility Division will review and preliminarily approve the passenger

loading and parking plan during that process. Final parking and loading plan approval for all applications will occur as part of the plan check process prior to issuance of a building permit Conditional Use Permit Process (as applicable) and ARB.

Through the Conditional Use Permit (CUP) application process, the City's Planning Commission reviews the operation, location, design, configuration of improvements, and potential impact of the proposed Child Care and Early Education Facility on the surrounding area. The Commission will decide whether to approve or deny the application at a duly noticed public hearing. The Planning Commission's decision may be appealed to the City Council within 14 days of the Planning Commission's decision. The Council's decision on appeal is final.

A CUP application may require six months or longer to process.

When preparing for a CUP process, it is in your best interest to contact your closest neighbors or neighborhood groups. The City encourages you and your neighbors to find solutions to anticipated issues so that the future child care center can become an integral part of the neighborhood and an asset to the community.

If the project involves any exterior changes, additions, or modifications, it will also require Architectural Review Board (ARB) approval following the CUP process (or Planning review if no CUP is required). However, if the project is in an R1 (Single-Family) District, it is exempt from ARB. ARB approval, at either staff or Board level, must be obtained prior to the submittal for a building permit.

Applying for a Permit

Once you have thoroughly prepared your project and believe that it can meet the City's requirements, it is time to apply for permits.

You can learn more about applying for a permit at:

<https://www.smgov.net/Departments/PCD/Permits/Apply-for-Permits/>

The City's application forms are all provided online at:

<https://www.smgov.net/Departments/PCD/Applications-Forms/>

The form to use for all discretionary Planning permits, such as a CUP or variance, is called "Discretionary Permit Application." Check with City Planning to determine the appropriate level (and form) for ARB applications.

A Project Planner, most likely the Child Care Planner, will be assigned to review your application submittal and determine within 30 days whether it is complete and includes all the necessary and required information. Additional project plans will be required for distribution for the public hearing once a Planning Commission date has been established. See Appendix A for a

sample site plan and additional information.

Please check the City's website for current hours at

<http://www.smgov.net/Departments/PCD/About-Us/Public-Counter-Services-and-Hours/>

Required CUP Application Materials

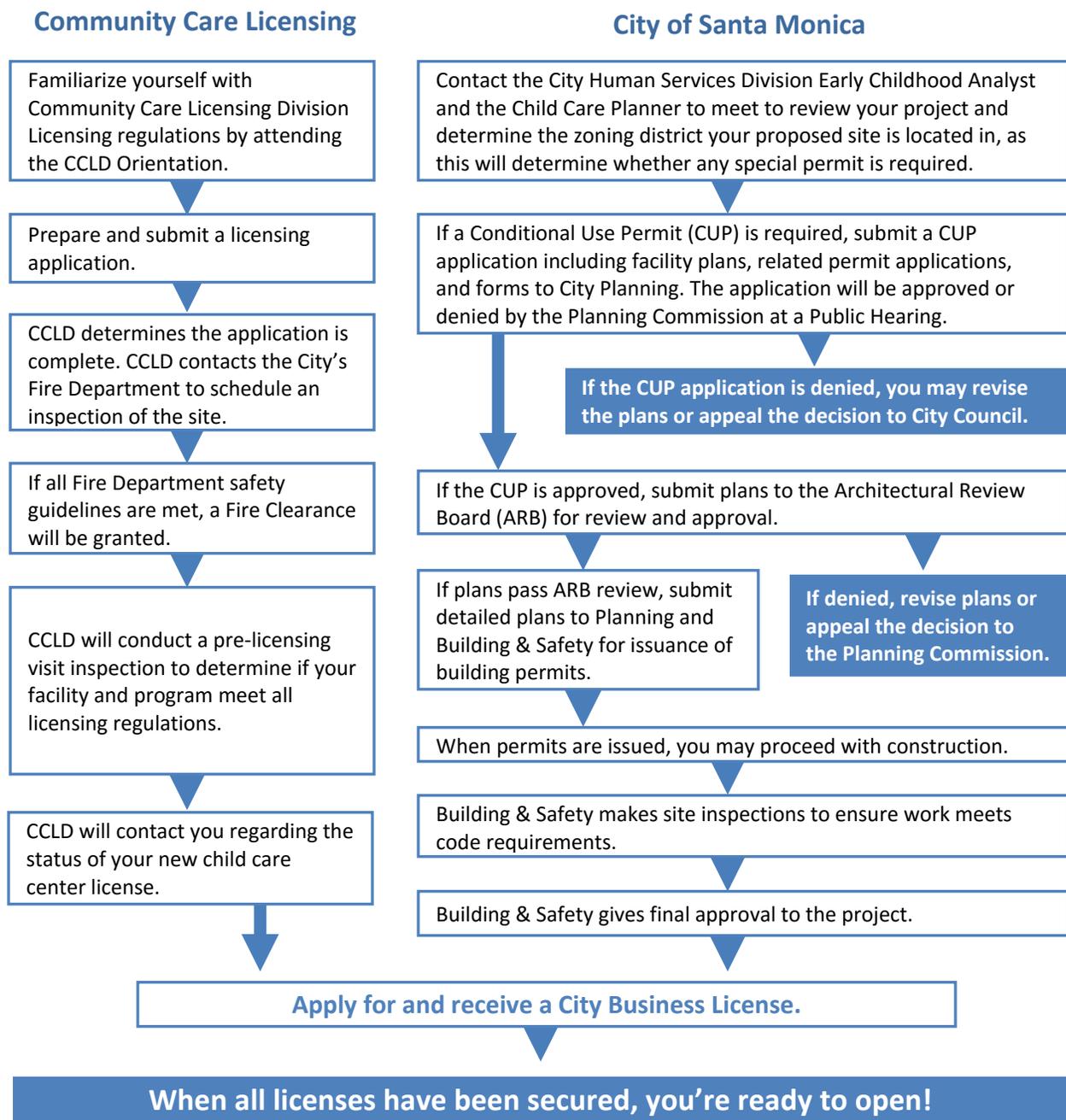
Passenger Loading Plan. The Mobility Division will require the applicant to develop a Passenger Loading plan to ensure that pick-up and drop-off are conducted in a safe manner. Please see Appendix B for additional detail for the Passenger Loading Plan. Mobility Division staff are available to answer any questions and provide guidance related to the Passenger Loading Plan.

Environmental Information Form. Evaluation of the information on the application form will determine if the project is exempt from further environmental review. Applicants for non-exempt projects should consult with City Planning Division staff to determine the environmental review process. Intensification of site use may require an environmental analysis. Processing an environmental analysis can add six months to a year to the review process. Clear knowledge of the specifics of how your program will operate is integral to the determination if an environmental analysis is necessary.

Rent Control Clearance Form. Certification by the Rent Control Administration of the rent control status of properties in residential zones is required to ensure rent control compliance. Please visit the Rent Control Office, (City Hall), to obtain this form.

SECTION 4: CHILD CARE CENTER PLANNING PROCESS

Getting your new Child Care Center off the ground doesn't have to be confusing! This diagram outlines the steps to a successful start of the State Community Care Licensing Division (CCLD) and City of Santa Monica planning processes. For transfers of ownership, please follow the CCLD process:



SECTION 5: BUILDING AND SAFETY REQUIREMENTS

Hire an Architect Early in the Process.

With few exceptions, State law requires that a licensed architect prepare plans for the construction or alteration of a child care center. For information about hiring an architect, you may contact:

California Architects Board
400 R Street, Suite 4000
Sacramento, CA 95814
Phone: (916) 445-3393
Fax: (916) 445-8524

You may want to obtain a copy of the “Consumer’s Guide to Hiring an Architect,” available online at <http://www.cab.ca.gov>.

There are some important building code requirements applicable to new child care centers to consider when selecting an appropriate child care site. A pre-inspection by an architect, known as a due diligence survey, is advised to determine if existing construction has any violations. Occupancy classification by a licensed architect will dictate which building code requirements are applicable to your project. Child Care Centers are designated as Educational (E)/Institutional (I-4).

SECTION 6:

OBTAINING A FIRE CLEARANCE

A Fire Clearance is required to make sure your center is free of fire and life safety hazards, including having proper and sufficient fire prevention devices, evacuation plans, and escape routes.

Once you have completed your child care center application, the State Community Care Licensing Division will notify the City's Fire Department of your pending application. A representative from the Santa Monica Fire Department will contact you to schedule a fire inspection at your facility. Facilities meeting the fire regulations will be issued a Fire Clearance.

The following regulations apply to a child care center with an occupancy load of 50 or more persons (includes teachers, staff, and other adults in addition to the children), or containing more than one classroom. The list below will help you prepare for the Fire Inspection.

Fire Alarms/Protection

- ✚ A fire Alarm device is required in occupancies with less than 50 persons. The device shall be suitable for sounding a fire alarm, must be attached to the structure and readily accessible.
- ✚ The fire alarm system is approved for a child care center with an occupancy load of 50 or more persons (or containing more than one classroom), and listed with the State Fire Marshall.
- ✚ A hard-wired, switch-operated fire alarm bell, is audible throughout the building
- ✚ In buildings with an automatic fire extinguishing or detection system, the operation of such system shall automatically activate the building fire alarm system, which includes an alarm mounted on the exterior of the building.
- ✚ A portable fire extinguisher with a minimum rating of 2A10BC is required to be mounted and serviced annually, or immediately after use, whichever occurs first. Travel distance to the extinguisher shall not exceed 75 feet.

Emergency Planning

- ✚ An emergency pre-fire plan is posted and includes the Fire Department's phone number, the assignment of a person responsible to call the Fire Department in case of

emergency, evacuation routes leading to a public way, and instructions to be followed by teachers.

- ✚ At least one gate shall be provided and as many as necessary to ensure access in event of an emergency.

Exits

- ✚ All facilities must have at least two exits, or exit ways, which lead directly to the outside. Exit doors and gates must be able to open from the inside without the use of a key or any special knowledge or effort.

Hazardous Materials Storage

- ✚ No flammable liquids shall be placed, stored or used, except in approved quantities as necessary in approved utility rooms, and such liquids shall be kept in tight or sealed containers when not in actual use, and shall be stored within a storage cabinet for flammable liquids approved by the fire department.

Annual Operating Permit

- ✚ Obtain a Fire Department Operating Permit.
- ✚ This permit must be reissued each year as a condition to operate.

SECTION 7: CONSTRUCTION PERMIT AND APPROVAL PROCESS

Permits are required to construct, alter, add to, or change the use or occupancy of any building. All newly constructed buildings/projects shall comply with Title 24 and 2007 California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), and California Energy Code (CEnc).

Unless you are buying an existing child care center and do not intend to alter it, your project will most likely require a building permit. You must obtain your construction loan before permits are processed.

The following steps will help guide you through the construction permit and approval process.

Step 1: Apply for a Building Permit

After receiving any necessary approvals from the Planning Commission, Architectural Review Board, and/or Zoning Administrator, you may submit your construction drawings and building permit application to the City's Building and Safety Division. Normally five sets of plans will be required with your application so the City may route your drawings to all appropriate City departments.

Depending on the scope of your project, you may also need to submit other documents such as structural calculations, an energy efficiency report, and a soil report.

To help you navigate the permit process, the City has adopted the project manager system for permit applicants. The project manager acts as your main point of contact at City Hall and facilitates problem solving during the process. Your project manager will be the staff member from the City Planning Division who reviews your application.

Step 2: Complete the Plan Review Process

Normally within six weeks after document submittals, applicants will receive a comprehensive list of any outstanding requirements from City departments. All City staff members who review your application will be available for assistance. Contact information for your project manager and all staff reviewers will be included with your review comments.

Most submitted plans require some modifications to conform to local requirements. After

making any necessary corrections to the plans and providing any additional documentation requested, resubmit your plans to the Building and Safety Division. Resubmitted documents normally take three weeks to review.

Once City staff verifies that any needed plan corrections were made and any remaining concerns have been addressed, the building permit will be ready to issue.

Step 3: Obtain your Construction Permit

After completion of the plan review process, the property owner or a licensed contractor may obtain the permit upon payment of all required fees. Contractors must have a state contractor's license, City business license, and worker's compensation insurance to obtain the permit.

Property owners must have proof of ownership and complete the Owner/Builder verification form describing how they intend to build the project in conformance with State contractors' license law. Tenants of buildings can also obtain the permit as an agent for the owner with proof of authorization.

Step 4: Have Construction Work Inspected

Most construction work requires periodic City inspections. Generally, no work may be covered until the appropriate City inspector has inspected and approved it. Since each project proceeds at its own rate, the contractor or owner must request inspections when any work is completed to the point that a progress inspection is required.

You will be given the information on how to request an inspection when you obtain your permit.

Step 5: Obtain Final Approvals and Permission to Occupy

Upon completion of any required construction and approval from the necessary City departments, the Building and Safety Division will issue a Certificate of Occupancy that will authorize you to use the building as a day care center. This is the final step of the construction approval process.

SECTION 8: MAKING THE CHILD CARE FACILITY ACCESSIBLE

Child care centers must be readily accessible to and usable by individuals with disabilities. This means that centers must be built in compliance with the ADA Standards for Accessible Design.

This is not only for the participation of children with disabilities but for parents, guardians, or prospective customers with disabilities, if removing barriers is readily achievable, that is, if the barrier removal can be easily accomplished and can be carried out without much difficult or expense.

Providing accessible parking and loading spaces, installing offset hinges to widen a door opening, installing grab bars in toilet stalls, interior or exterior ramps, curb ramps, access ramps, nonslip floor surfacing, stair tread stripping, rearranging tables, chairs, and other furniture, and clear floor maneuvering dimensions are all examples of barrier removal that might be undertaken to allow a child with a disability to participate in a center-based early childhood program.

Centers run by government agencies must insure that their programs are accessible unless making changes imposes an under burden, these changes will sometimes include changes to the facilities.

Questions regarding these requirements may be directed to the Building and Safety Division.

SECTION 9: BOARDS, COMMISSIONS, AND ADVISORY GROUPS

Planning Commission

The Planning Commission conducts its regular meetings on the first and third Wednesdays of the month at 7:00pm to consider development permits, appeals, and planning policy matters. The Planning Commission must consider the most appropriate use of buildings, structures, and land for residents, commerce, trade, industry, and other purposes. Letters or written materials regarding agenda items may be submitted to Planning Division staff prior to or at all the Commission meetings. The Planning Commission also serves as an advisory board to the City Council on certain items of City business.

Contact: City Planning Division at (310) 458-8341

Architectural Review Board (ARB)

The Architectural Review Board reviews and approves design (color, materials, design, landscape and irrigation) of proposed new structures, additions, and signs to be erected in the City, with the exception of most single-family residential development. The ARB meets regularly on the first and third Mondays of the month at 7:00 pm.

Contact: City Planning Division at (310) 458-8341 and ask for the ARB staff liaison.

Early Childhood Task Force

The Santa Monica Early Childhood Task Force addresses child care issues within the City of Santa Monica. The Task Force typically meets on the third Wednesday of each month. The primary objectives of the Task Force are as follows:

- ✚ Address urgent and long-range public policy issues;
- ✚ Bring together child care and early education providers with government agencies and other interested parties to share information, ideas, and issues related to child care and early education; and
- ✚ Support continuous improvement in the quality, accessibility, and affordability of child care, early education, and after school programs.

Contact: Human Services Division at (310) 458-8701 and ask for the Task Force liaison.

SECTION 10: OBTAINING A CITY BUSINESS LICENSE

All child care centers in Santa Monica are required to obtain a City business license. City business licenses are non-transferable. If you are the new owner of a child care center, you must apply for a business license in your name at the address of the child care center facility. If you are opening up a second location for your child care center, a separate license is required for each site. Each location must also comply with zoning regulations, as discussed in Section 3 of this guide.

If you are developing a new child care center, the City Planning Division must approve the Business License Application to confirm that the project has complied with all City zoning requirements, including obtaining a CUP and ARB approvals if required.

Non-Profit Child Care Centers

A child care center defined as a nonprofit corporation is exempt from paying the business license tax; however, you must submit an application to ensure that you meet all other City requirements.

For-Profit Ownership or Corporation

When a child care center opens as a for-profit business, the business pays the minimum fee when it begins operation. At renewal time, an additional fee is charged based on actual gross receipts applicable to the first year of operation, less the minimum paid for the business license when the original license was obtained. For further information on the business license tax for child care center operators, contact the Business License office.

To obtain a City business license, you may apply in person, by fax, or online. Applications and hours are available from the Business License Office or on the City's web site:

<http://www.smgov.net/departments/finance/>

City of Santa Monica Business License Office
1685 Main Street, Room 103
Santa Monica, CA (310) 458-8745
Counter Hours: Monday-Thursday, 8:00am-5:00pm
Alternate Fridays, 8:30am-4:30pm

SECTION 11:

OBTAINING INSURANCE

Although State law does not enforce acquisition of insurance, it is always a best practice to have appropriate insurance coverage. You must check with your landlord, if you are renting, to see if they require you to have insurance as part of your rental agreement.

Insurance is generally required if the center is funded in part by the government or by foundations. The greatest risk a provider of child care faces is if a child gets injured. It is in the best interest of the center to carry insurance and get the protection you need. Medical or accident insurance will pay for doctor and hospital bills. If a lawsuit occurs, liability policies will usually pay for any damages awarded by the court.

It is important to research the insurance company that is right for you. Evaluate all options carefully before making any decisions. Ask the same questions about each policy and write down the answers so you can evaluate the policy after discussing it with each insurance agent.

Here are some questions you may want to ask prospective agents or brokers:

- ✚ What is your experience in developing an insurance program for a child care center?
- ✚ What is and is not covered by the policy, such as accidents that occur while transporting children, serving food, employees, or physical and sexual abuse?
- ✚ How does the company limit its risks, such as by the number of children cared for by the provider?
- ✚ What are the premiums? Are there deductibles?
- ✚ What are the liability and medical payments limits?
- ✚ Is the policy an occurrence form or claims made form?
- ✚ How long have you been in business? What is the company's reputation?
- ✚ Who will handle my claims? Is the agent knowledgeable and helpful?
- ✚ How has the company been rated in its ability to pay claims promptly and completely?
- ✚ Can you provide references of child care centers you currently insure?

Insurance Type/Description:

- ✚ **Automobile Insurance** - Covers children you transport in the car/van
- ✚ **Fidelity Insurance** - Protects against embezzlement or theft by employees
- ✚ **Fire Legal Liability** - Covers the portion of the building you occupy from a fire started due to neglect
- ✚ **General Liability** - Covers accidental injury when provider is found negligent and Comprehensive general covers bodily injury, damage to property, medical emergency, and legal costs
- ✚ **Health and Accident** - No fault insurance covers all accidental injuries
- ✚ **Personal Liability** - Covers business liability, tort liability, and personal injury
- ✚ **Property Insurance** - Building fire insurance provides cash value of property (real estate)

For more information about obtaining insurance, contact [Child Care Law Center](http://www.childcarelaw.org) ([www.child care law. org](http://www.childcarelaw.org)).

[Connections for Children](#) is also available to provide technical assistance to child care centers.

SECTION 12: FREQUENTLY ASKED QUESTIONS AND RESPONSES

Does the Americans with Disabilities Act (or ADA) apply to child care centers?

Enacted in 1990, the Americans With Disabilities Act is a federal law designed to prohibit discrimination and ensure equal opportunities for persons with disabilities. Child care centers, both private and public, must comply with Title III of the ADA. This includes children served by the center, as well as employees. There are some exceptions for child care centers run by religious entities. However, private centers operating on the premises of religious institutions are generally not exempt.

You can obtain more information about your obligations by contacting [Public Counsel's Child Care Law Project](#) at (213) 385-2977.

For more information about the ADA and how to include children with special needs and disabilities in your center, contact [Connections for Children](#) at (310) 452-3325, or [Westside Regional Center](#) at (310) 258-4096.

I operate an exercise studio and want to offer child care for parents. Do I need a license?

Programs that offer temporary child care services where parents remain on the premises do not usually require a license. We recommend that you always check with Community Care Licensing and receive written verification that the program does not need to be licensed.

I found a house in a residential neighborhood that I want to buy and convert to a child care center. Is it okay?

Different permitting requirements apply to child care centers located in commercial, residential, or industrial zones. Please refer to Sections 3 & 4 of this guide for more information.

Do I need to hire an architect?

If you plan to do any construction, you will most likely need a licensed architect to prepare the construction drawings to obtain a building permit. Architects can also assist in obtaining

planning approvals, providing cost estimates, hiring contractors, and advising on building code concerns or violations in existing facilities. Most people find the services of the architect essential for timely completion of the process.

Is there financial help available?

There are different types of financial resources available for development of child care facilities. Some banks provide loans for real estate acquisition, working capital, and equipment financing through their Community Development programs. The California Department of Housing and Community Development has developed a Child Care Facilities Financing Program. In addition, some foundations may provide grants or help with financing of child care centers.

Do I need insurance?

While there are no City or State regulations that require child care centers to carry insurance, most child care centers are insured. Please refer to section 9 for more information on insurance.

What are the items that will contribute to the cost of my remodel to accommodate a child care center?

Close attention must be paid to the project budget and construction costs. Costs for your individual project may include the costs of architects, child care consultants, equipment, and furnishings. Costs may also include outdoor play area design and construction, retrofit of an existing building, and any construction to ensure compliance with state building code.

SECTION 13:

BEING A GOOD NEIGHBOR

Tips for Child Care & Early Education Programs

Early childhood centers are a very important resource in any community. For children, attending a quality early childhood education program either part-day or full-day (often referred to as child care) lays an important foundation for their later success in school and life.

As a business, child care provides our community members opportunities to work, attend educational programs, and pursue other activities. Child care is important to the economy of our community for a myriad of reasons, including providing employment and income-generating business opportunities that supports quality of life and economic stability.

However, it is important for any early childhood program to be a good neighbor, by working to minimize negative impacts that can result from their operation, particularly if the facility is located in a residential neighborhood. All child care centers need to be sensitive to neighbor concerns about traffic, parking and noise, and to be proactive, along with parents, in preventing problems.

The following are some suggestions for measures that can help to create and maintain good relations:

- ✚ Take the time to get to know your neighbors, to explain your hours of operation, routine, including indoor and outdoor time, ages, and number of children cared for in your center.
- ✚ Invite your neighbors to visit your program. They may end up being a wonderful resource for volunteers.
- ✚ Encourage neighbors to talk to you first if they have a concern or complaint. Be willing to compromise. Use a mediation service to help resolve issues, if necessary.
- ✚ Providing clear written instructions to parents, and sharing those with neighbors, can demonstrate your will to be a good neighbor and to ensure children's safety.

Parking, Traffic and Safety

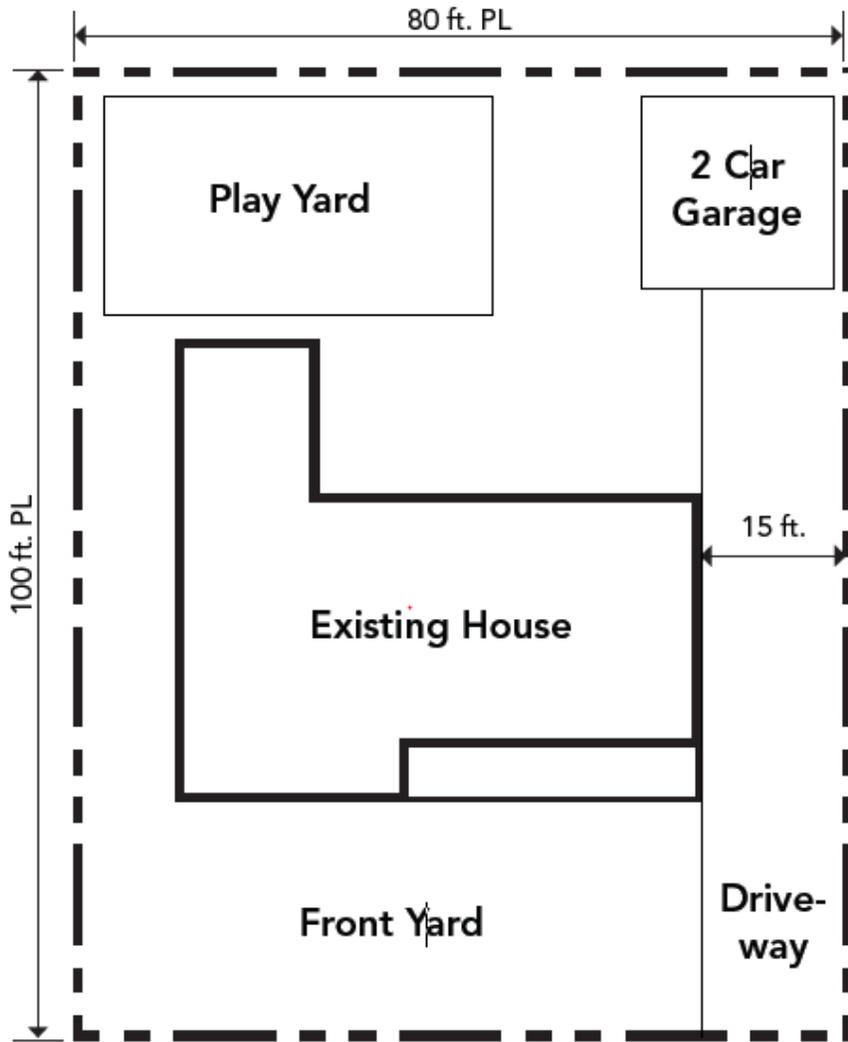
- ✚ Ask parents of children you care for to be considerate of neighbors. Give them instructions such as:

- Do not block, turn around in or park in neighbors' driveways.
- Do not double park when picking up children.
- ✚ Supervise children carefully between vehicles and your home, to keep them from running into the street or across neighbors' yards. If parents park across the street, they must escort children even more carefully.
- ✚ Do not allow children to cross or play on neighbors' property without their permission.
- ✚ Set up your schedule in a way that allows parents to come and go over a period of time, to reduce the parking impact.
- ✚ Minimize impact of pick-up and drop-off times as much as possible.

Noise

- ✚ When children are playing outside, be aware of the noise level. Children who are having difficulty with shouting or arguments should be taken indoors until they are able to calm down.
- ✚ Normal noise of children's play is generally not a problem for neighbors, unless their homes are very close to your yard or they need to sleep.
- ✚ In extreme cases, it is possible to construct fencing in a way that provides a good sound barrier. Vegetation, like tall hedges (within city code), can also help.
- ✚ Limit outdoor play time to hours of the day when neighbors are least likely to be disturbed – after 9:00am and before 5:00pm. Be sure there are periods during the day when all children are indoors.
- ✚ If you have a neighbor who works nights and sleeps during the day, or works from home, discuss a schedule that would be least disruptive.

APPENDIX A: SAMPLE SITE PLAN



**1234 Street
Site Plan**



- ✚ Dimensioned exterior elevations of the proposed project and adjacent building and exterior elevations must show the height of each building dimensioned from Average Natural Grade (ANG) or Theoretical Grade, as applicable.
- ✚ Height calculation methodology must be shown. Check with the City Planning Division for height and method of calculation relevant to your project. A licensed surveyor or engineer must certify elevation measurements, accompanied by a site survey.
- ✚ In the case of additions to existing buildings, all exterior elevations of both the addition and the existing building are required.
- ✚ Fully-dimensioned floor plans and square footage of all uses. In the case of remodeling, existing and proposed dimensional floor plans, as well as a demolition plan, are required.
- ✚ Cross-section and longitudinal section calling out building heights.
- ✚ Show size and location of any exterior mechanical equipment on both plot plan and elevation.
- ✚ Indicate existing buildings on adjacent parcels and their zoning (commercial, residential, etc.).

APPENDIX B

PASSENGER LOADING PLAN

The Passenger Loading plan shall be drawn to scale (1/4" or 1/8" = 1 ft.) showing all passenger loading zones and their location, size, and access. These plans do not need to be prepared by a professional, but they do need to be scaled and show the outline of the buildings, driveway and parking spaces, alley, and streets.

The passenger loading plan must:

- ✚ Identify pick-up and drop off times.
- ✚ Show a path of travel from loading space to building entrance (s).
- ✚ Identify how many children will be arriving/departing during each 15-minute increment.
- ✚ Estimate the number of vehicles arriving during each 15-minute period.
- ✚ Explain how children will be received (ex. Walked inside by parents or received by greeter).
- ✚ Explain how pick-up and drop-off times will be assigned.
- ✚ Explain what will happen if pick-up and drop-off times are not met.
- ✚ Be retained on-site at all times and be made available for all users.
- ✚ Any other rules or information provided to the parents as part of the drop-off/pick-up process.

A copy of the flyer that will be distributed to all parents/caregivers about the passenger loading operation for the center must be included as part of the Conditional Use Permit application. The flyer should include the following language, as well as information for parents about where they can find parking if the passenger loading spaces are occupied:

If on-street parking spaces are to be used, please adhere to the following parking requirements:

- ✚ Recognize that local residents and businesses require access to their homes and driveways; please be sure to allow other vehicles to leave driveways or on-street parking spaces while

- ✚ Do not park in areas where the curb is painted red (“red zones”) or adjacent to fire hydrants.
- ✚ Respect traffic laws and parking regulations by only parking in publicly available parking spaces on-street. Do not park, stop, or stand in private driveways.
- ✚ Do not double-park vehicles.

Mobility Division staff will be available to answer any questions and provide guidance related to the Passenger Loading Plan.

APPENDIX C

CITY TELEPHONE DIRECTORY

Building and Safety	Phone: (310) 458-8355 Email: BuildingandSafety@SMGOV.NET Counter Hours*: 8:00 AM to 5:00 PM daily (Closed alternate Fridays)
Business Licenses	Phone: (310) 458-8745 Email: Business.License@smgov.net Counter Hours*: Monday-Thursday, 8:00am-5:00pm Alternate Fridays, 8:30am-4:30pm Application available online at https://finance.smgov.net/doing-business/business-license
Civil Engineering	Phone: (310) 458-8721 Email: sm.engineering@smgov.net Counter Hours*: 8:00 AM to 5:00 PM daily (Closed alternate Fridays)
City Planning	Phone: (310) 458-8341 Email: Planning@smgov.net Counter Hours*: 8:00 AM to 5:00 PM daily (Closed alternate Fridays) Please to speak with the designated child care planner.
Public Works (Resource, Recovery & Recycling)	Phone: (310) 458-8221 Email: Public.Works@SMGOV.NET Counter Hours*: Monday - Thursday 8:00 AM - 5:00 PM, Fridays 8:00 AM-5:00 PM (Closed alternate Fridays)
Fire Department	Phone: (310) 458-8652 Email: Fire@smgov.net
Human Service Division Early Childhood Analyst	Phone: (310) 458-8701 Email: HumanServices.Mailbox@smgov.net
Mobility Division	Phone: (310) 458-8341 Email: Transportation.Planning@SMGOV.NET Counter Hours*: 8:00 AM to 5:00 PM daily (Closed alternate Fridays)
Rent Control	Phone: (310) 458-8751 Email: RentControl.Mailbox@smgov.net

City counters operate on a first-come, first-served basis.

APPENDIX D: GLOSSARY OF COMMON TERMS

Building & Safety Division

The Building and Safety Division ensures the safe occupancy of buildings by verifying construction compliance with regulated building and fire codes, and construction that is built in accordance with approved planning entitlements. Safety of building occupancy, compliance with entitlements through the public process, and customer service are the main focuses of the Division. Building and Safety operations include public counter permitting operations, plan check review and building inspection.

California Environmental Quality Act (CEQA)

This State law requires the governing agency with authority over a proposed development to analyze any environmental impacts that a proposed development may cause, and how to reduce or remove those impacts.

Child Day Care Facility

The Santa Monica Municipal Code defines a child day care facility as any facility providing non-medical care to children less than eighteen years of age in need of personal service, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual. Child day care facility includes day care centers and family day care homes.

Commercial District

A Commercial District is designated by the letter C, and either followed by a letter or number to further describe the zoning requirement. Commercial districts consist of predominately commercial uses (although residential use is often permitted).

Conditional Use Permit (CUP)

A discretionary permit reviewed and approved by the Planning Commission that allows land use, physical or operational, provided the developer meets certain conditions.

Child Care Center

Any child care facility other than a family day care home, and includes infant centers,

preschools, and extended child care facilities.

Density

The maximum number of dwelling units or floor area permitted on a site. The minimum number of square feet of lot area required for each dwelling unit or building square feet regulates density.

Environmental Impact Report (EIR)

An EIR is a thorough environmental analysis of the effects of a proposed discretionary project. It includes the identification of alternatives and disclosure of possible ways to reduce or avoid a possible environmental impact. An EIR provides the public with information that they may comment on during a required public comment period.

Family Child Care

Small Family Day Care regularly provides early care and education of children in the provider's own home for periods of less than 24 hours per day to a maximum of eight children, including the provider's own children under the age of ten.

Large Family Day Care regularly provides care and early education in the provider's own home for periods of less than 24 hours per day to a maximum of fourteen children, including the provider's own children under the age of 10.

Human Services Division

The City division that oversees the planning, research, and evaluation of the City's human and community service needs. The City's Human Services Grants Program is administered through this division, providing funding for the support of nonprofit human service and housing development organizations. In carrying out the City's Child Care Policy, the Human Services Division is charged with providing the leadership that will enable the City to meet its child care needs. The City's Human Services Division Early Childhood Analyst advises and makes policy recommendations, and is involved in a wide-range of activities that focus on building capacity, improving quality and increasing child care access for families.

Non-Profit

A 501 c (3) tax exempt organization or operation.

Plan Check Process

Plan Check is the City of Santa Monica’s process of reviewing and approving all drawings, and specifications for improvements to verify compliance with building, zoning, and fire codes. The plan check process is complementary to the permit process and may include over-the-counter plan check for certain projects. The process is overseen by the Building & Safety Division.

Planning Commission

Volunteer regulatory commission appointed by the City Council to review planning projects and zoning law changes.

Planning Division

The City division that oversees land use issues and controls zoning changes, zoning variances, and Conditional Use Permits.

Residential District

Areas of the City that may be developed for some type of housing. These districts are indicated by the code R or OP (for Ocean Park), and followed by a number to further describe the zoning requirement. A child care center is permissible in some residential districts.

Zoning

Developmental regulations used by cities and counties to determine where residential, commercial, industrial, or other uses may be located. These regulations also control the size and types of such uses.

Zoning Variance

A waiver granted by the City to certain standard zoning requirements. For example, a reduction of the number of required parking spaces. Zoning Variances require community notification and a public hearing.

APPENDIX E: CHILD CARE CENTER PLANNING REMINDER CHECKLIST

As you go through the Child Care Center development process, this list will help you track your progress and remember what still needs to be done.

Have I....

- Contacted the City's Human Services Early Childhood Analyst and Child Care Planner?
- Contacted City Planning to determine the City's zoning of the proposed Child Care Center site?
- Determined if there is a need for remodeling, renovation, or new construction?
- Determined the type of permit needed from City Planning?
- Determined if it is necessary to hire an architect, engineer, or other building professional?
- Obtained approval from the City's Mobility Division for parking circulation layout and other loading/unloading areas?
- Called the State of California Community Care Licensing Division (CCLD) to obtain a child care center orientation meeting schedule?
- Attended CCLD orientation(s), received a certificate of attendance, and obtained a license application and current fee information?
- Completed the CCLD application forms and submitted them?
- Submitted required application materials for a Conditional Use Permit or Performance Standards Permit to City Planning, including:
 - Neighborhood notification materials including a certified list of property owners and tenants? Environmental Information form?
 - Two sets of plot plans, exterior elevations, floor plans, and photos? Rent Control

Status form?

- Photos?
- Demolition Permit application (if applicable)?
- Submitted an Architectural Review Board Application, if new construction is planned?
Submitted plans for a plan check, if new construction is planned?
- Applied for a Building Permit?
- Obtained a preliminary Engineering Division review?
- Contacted Connections for Children?
- Obtained a clearance from the Fire Department and an Annual Operating Permit?
- Scheduled a site visit with a State Licensing Program Analyst?
- Received fingerprint clearances for all staff?
- Obtained a City Business License?