

ZONING PERMIT FAMILY CHILD CARE REQUEST GUIDELINE

The City of Maricopa Zoning Code defines family day cares as a licensed facility by the State of Arizona, that is located in a single-unit residence or other dwelling unit where a resident of the dwelling provides care and supervision for children under the age of 14 or under 18 years if the child has a developmental disability, for periods of less than 24 hours a day.

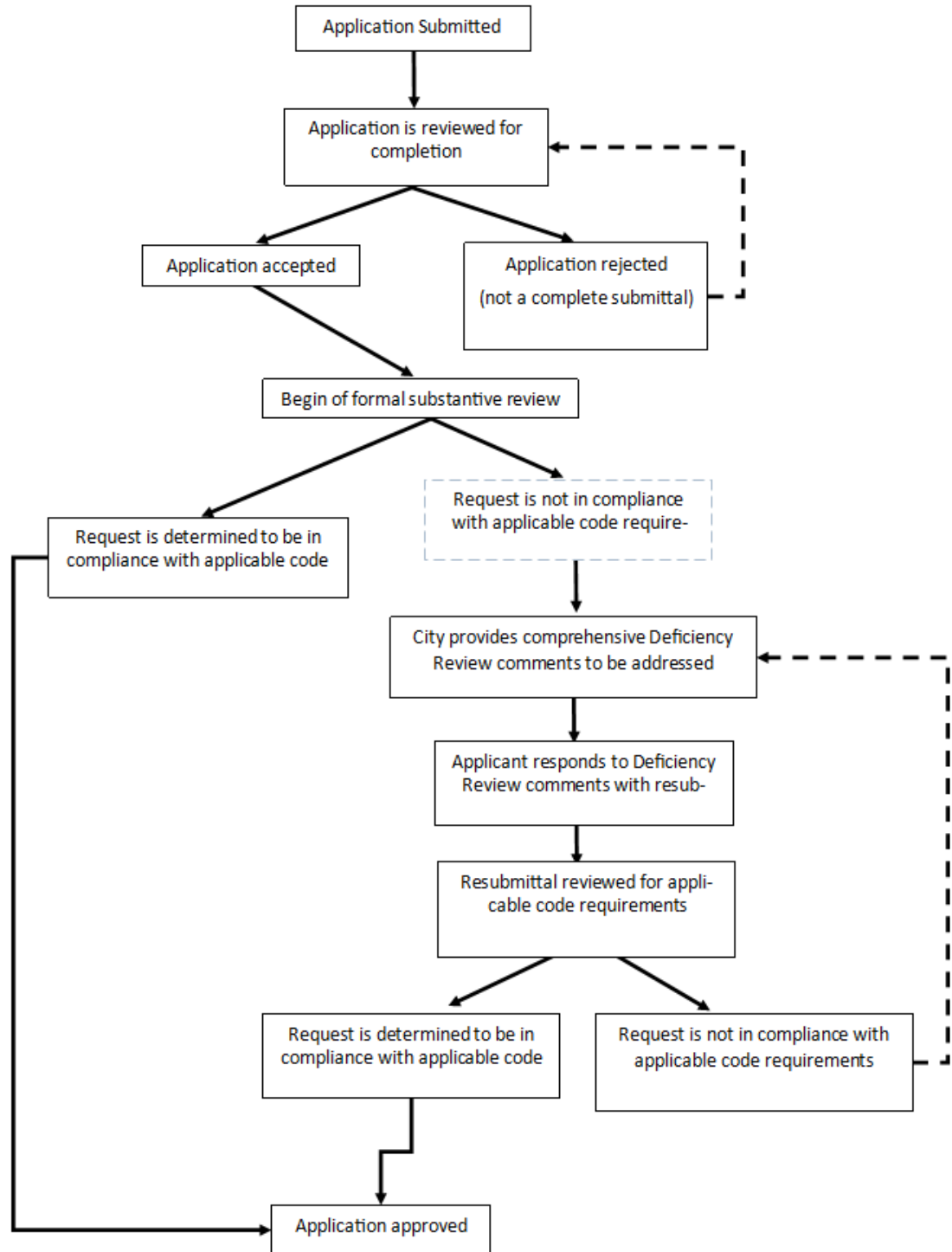
Family Child Care Homes must receive a Zoning Permit before operating and shall be managed in accordance with the following good neighbor policies:

- The Family Day Care use shall be incidental to the principal use of the dwelling unit for residential purposes.
- All outdoor play areas shall be screened and enclosed by a six-foot-high solid masonry fence with solid, self-closing and self-latching gates.
- The minimum separation between Family Day Care uses on the same street shall be **700 feet**, measured from the lot lines.
- Existing garages, carport structures, or driveways shall not be expanded, modified, displaced or otherwise altered for the purposes of accommodating the Family Day Care use.
- All Day Care Facilities shall be State licensed and operated according to A.R.S. Title 36, Chapter 7.1, et seq. and all other applicable regulations. [Link to Arizona Department of Health Services website.](#)

Conditional zoning approval is granted after verifying the request is in compliance with the City's Zoning Code. The following items are required to be completed within 90 days of Conditional zoning approval:

- Obtain license and submit a copy from the Arizona Department of Health Services.
- Inspection approval from Building Safety Department (if applicable).
- Inspection approval from Fire Department (if applicable).
- Obtain City of Maricopa business license (after receiving approval from Building Safety and Fire Department).

ADMINISTRATIVE AND SUBSTANTIVE REVIEW PROCESS



FAMILY CHILD CARE ZONING PERMIT APPLICATION

SECTION I: PROPERTY INFORMATION

Address: _____

Parcel #: _____ Zoning: _____

Property Owner: _____

SECTION II: APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

SECTION III: REQUEST

Facility Name: _____

Number of Children: _____ Licensing Agency (ADHS or ADES): _____

Total Employees Residing at the Facility: _____

Total Employees Not Residing at the Facility: _____

SECTION IV: SUBMITTAL REQUIREMENTS

- Narrative describing the proposed use, number of residents and employees, typical daily and schedule/activities.
- Written authorization from the property owner.
- Site plan depicting driveways, parking spaces, street frontage and general layout of the home.
- State agency clearance form (if applicable).

- Description of nearest child care home.
[\(web link to ADHS licensed facilities map\)](#)
- Aerial image of the facility.
- Assessor's ownership documentation or other form of document verifying ownership or lease agreement.
- Fee: \$100/hour of review for first hour (\$100) due initially, balance billed at completion of review.

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws. I have read this Zoning Permit Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete.

Signature of Applicant	Print Name	Date
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Signature of Property Owner	Print Name	Date
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***If more than one owner, attach additional sheet with names, addresses and signatures**

OFFICE USE ONLY		
Case #:	Fees:	Receipt #:
Date of Submittal:	Accepted by:	