



CHILD DAY CARE PERMIT SUBMITTAL CHECKLIST

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a rental lease or letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Submittal checklist.
- 3. Fee payment of \$271.00. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 4. Cover letter describing the activities of the child day care operation including number of children to be cared for, hours of operation, amount of outdoor area to be devoted to day care, and other information that clearly shows the day care operation will comply with State and Town requirements.
- 5. Plan Requirements – One copy of a site plan must be submitted with the application. The site plan must be drawn on an 11" x 17" sheet of paper or larger and must be of sufficient scale to show all information clearly; the information on the site plan must be readable and understandable. If the plan is not legible, the application will not be accepted. The site plan must include the following information:
 - a. Assessor's Parcel Number and Street Address
 - b. North arrow and scale
 - c. Distance and bearings of property lines
 - d. Location, dimension and type/use of buildings on the property
 - e. Location and dimension of parking spaces
 - f. Location, width and surfacing of driveways
 - g. A note on the site area (in square feet); the area covered by buildings, decks, driveways and other impervious surfaces; and the percentage of the site covered by buildings and impervious surfaces
 - h. Separate floor plans for each story of the dwelling showing the use and size of each room; the areas to be used by the home occupation; and the total floor space for the dwelling and the floor space to be used by the home occupation.
 - i. If a sign is proposed, submit a scaled drawing showing size, color and the location of the sign.

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.