

**CITY OF ANTIOCH**  
**MINOR ADMINISTRATIVE USE PERMIT APPLICATION**  
**LARGE FAMILY DAY CARE**

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**PURPOSE**

A large family day care may be allowed in single-family residences located on residentially zoned lots. An Administrative Use Permit from the Zoning Administrator is required to ensure that the proposed Large Family Daycare complies with Section 9-5.3818 of the Antioch Municipal Code; a copy of which is attached for your reference.

**DEFINITIONS**

Family day care home (large) is a home which provides family day care for seven to fourteen children, inclusive, on a less than 24 hour-a-day basis, including children under the age of 10 who reside in the home.

**GENERAL REGULATIONS**

1. No Administrative Use Permit shall be issued if there is another approved large family day care home operating adjacent to the proposed site or if the granting of the permit will result in a residence being bounded on more than one side by a large family day care facility.
2. If the operator is to have more than one employee or care provider other than himself or herself, off-street parking shall be provided for each additional employee or provider.
3. Garages shall be prohibited for use as the day care area.
4. Outdoor play structures/play areas shall be located to minimize any noise impact on surrounding areas.
5. The applicant is required to obtain a City of Antioch Business License.

**SUBMITTAL REQUIREMENTS\***

- \$505.00 fee at time of submittal of application (\$252.50 for Non-Profit organizations).
- One copy of a floor plan of the house showing all areas the children will have access to.
- One copy of a fully-dimensioned site plan showing the following:
  - o The house on the lot.
  - o The outdoor play area and any play structures.
  - o Drop-off and pickup areas.
  - o Off street parking space for employee (if applicable).
- Completed application (attached).
- A written description of the business.

**PROCESS**

Upon receipt of a complete application, the Planning Staff will conduct an investigation of the site and review the proposal's conformance with the Section 9-5.3818 of the Antioch Municipal Code (attached).

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Typically, it will take from 3 to 4 weeks to process an Administrative Use Permit. The Zoning Administrator may do one of the following:

1. Approve or conditionally approve the project as submitted.
2. Deny the application.

A copy of the findings and decision will be provided to the applicant following a decision.

**APPEAL** of the Zoning Administrator decision may be made to the Planning Commission within ten (10) working days of the date of the decision being made. An appeal shall be made in writing and filed with the City Clerk within five working days after the decision. The day the decision is made shall not count in the calculation of the time period. The term WORKING DAY shall mean days upon which the City Hall is open for business and shall exclude weekends and holidays observed by employees of City Hall.

*\* You may also need to apply for a separate permit from other City departments or agencies depending on the type of set up. Please contact them directly for their requirements.*

City of Antioch Building Department (925) 779-7065  
Contra Costa County Fire Department (925) 941-3300  
Contra Costa County Environmental Health (925) 692-2500

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**City of Antioch Municipal Code Sec. 9-5.3818**

**LARGE FAMILY DAY CARE**

- (A) Large family day care homes shall be allowed in single-family residences located on residentially zoned lots provided an administrative use permit is first obtained from the Zoning Administrator before such use shall be authorized.
- (B) The requirements for the issuance of an administrative use permit are as follows:
- (1) The fees imposed for the permit shall not exceed the costs of the permit review process. The Director of Development Services is authorized to establish the fee, and amend it from time to time, to reflect such actual cost.
  - (2) Site factors to be considered shall include, but not be limited to, available play area, local traffic and street design, and impacts on surrounding land uses.
  - (3) No administrative use permit shall be issued if there is another approved large family day care home operating adjacent to the proposed site or if the granting of the permit will result in a residence being bounded on more than one side by a large family day care facility.
  - (4) If the operator is to have more than one employee or care provider other than himself or herself, off-street parking shall be provided for each such additional employee or provider.
  - (5) Garages shall be prohibited for use as a family day care area.
  - (6) The Zoning Administrator shall determine that the layout of the site, particularly the location of the outdoor play areas, minimize any noise impact on surrounding residences. In addition, the playing of any radio, stereo, cassette deck, phonograph, or other musical device or instrument in a loud or disturbing manner shall be prohibited. Upon the receipt of complaints regarding noise from neighbors, the Zoning Administrator shall have the authority to begin revocation proceedings as specified in this chapter for use permits, or the Zoning Administrator may impose reasonable requirements for sound attenuation, such as the construction of sound-buffering walls or fences.
  - (7) There shall be no sign or other exterior evidence identifying the day care operation.
    - (a) Upon the Zoning Administrator determining that the applicant meets the standards set forth above he or she shall issue the administrative use permit without a hearing or notice.
    - (b) Large family day care homes shall be subject to state laws and to the regulations adopted by the State Fire Marshal but shall not be subject to the requirements of the California Environmental Quality Act. The use of a single-family home for a large family day care home shall not constitute a change of occupancy for the purposes of local Uniform Building Codes, except to the extent of any additional standards designed to promote the fire and life safety of children adopted by the State Fire Marshal.
    - (c) Nothing in this section shall be deemed to preclude the city from abating a public nuisance.
    - (d) This section shall apply to large family day care homes which have not been issued a license from the state on or before April 10, 1986.

(Ord. 897-C-S, passed 10-25-94) Penalty, see § 9-5.2904

**CITY OF ANTIOCH  
DEVELOPMENT APPLICATION**



<b>DESCRIPTION OF REQUEST (you may attach a written description if necessary):</b>	
<b>ADDRESS:</b>	<b>ASSESSORS PARCEL NO (S):</b>
<b>PROPERTY OWNER OF RECORD</b>	<b>APPLICANT (if different than property owner)</b>
<b>NAME:</b>	<b>NAME:</b>
<b>COMPANY NAME:</b>	<b>COMPANY NAME:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>TELEPHONE #:</b>	<b>TELEPHONE #:</b>
<b>FAX #:</b>	<b>FAX #:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>

<b>FOR OFFICE USE ONLY</b>	
<b>DATE RECEIVED:</b>	<b>FILE NO:</b>
<b>TYPE OF APPLICATION:</b>	<b>TITLE:</b>