



SPECIAL USE PERMIT
TO PROVIDE GENERAL HOME DAY CARE
4600 W 51st Street Phone: 913-772-2600
Roeland Park, KS Fax: 913-772-3713
66205 www.roelandpark.net

New Application **Renewal**

Appl
Date:

Fee Paid: Case

No.: Meeting Date:

\$250.00

Please include documentation of state current state licensure with application

Applicant Name: _____ **Phone:** _____

Address: _____ **Zip Code:** _____

Day Care Name: _____ **Cell:** _____

E-Mail: _____

Property Zoning Designation: _____ *(if not known, can be supplied by staff)*

Name of Subdivision: _____

Do you own the home? Yes No

Note: *If not, please provide written permission from the owner for the CUP request.*

Total number of children which care will be provided: _____

Note:

Number of providers living in the home: _____ **Number of Employees:** _____

Note: *The daycare provider shall reside on the premises*

Hours of operation: Days of week: _____ Hours: _____

Provide a plot plan or sketch of the home showing the following:

- Location and number of parking and/or drop-off spaces;*
- Location and type of facilities/equipment for the required outdoor activity area;*
- Location, type and height of fencing.*
- Location of the 100ft²/per child open area*

Provide a written narrative of the day to day operations / daily schedule to include the following:

- Describe the daily activities / schedule;*
- Drop of/pick up times;*
- # of all day participants and ages;*
- # of before/after school participants and ages.*
- Provide pictures of all rooms where daycare will be held*

Have there been conversations with adjacent neighbors to determine whether or not they have objections to this business? Please describe: _____

Along with this application, a copy of the State of Kansas License or Application for License must be submitted.

Application information and accompanying site plans are reviewed by the City staff and/or the Fire District, which can include representatives from Neighborhood Services, Fire, and Police.

After reviewing the plans, the City staff prepares comments that are e-mailed to the contact person and that subsequently must be addressed and resubmitted by the applicant according to the required schedule. Resubmittals must include a letter addressing all staff comments and questions in writing.

Duration Of Permits:

The initial special use permit for general daycare centers that are located in residential zoning districts shall be valid for a maximum of 5 years from the date of approval.

A Special Use Permit may be revoked at any time by the Governing Body upon a determination that the business is in violation of the standards of the Section or any other City Code requirement.

I hereby affirm the above statements are true and correct. I have read Roeland Park's Home Business Regulations and agree to abide by them and any stipulations added below. I hereby certify that the location (address) of the proposed home business (as noted above) is used as my permanent and primary residence. I understand that false information or violation of any stipulation could result in revocation of the permit / license.

Date: _____ Applicant Signature: _____

Date: _____ Property Owner : _____
Signature (if different than applicant)