



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

Planning and Building Department  
300 Tamalpais Drive  
Corte Madera, CA 94925

## LARGE FAMILY DAY CARE HOME PERMIT SUBMITTAL REQUIREMENT CHECKLIST

\_\_\_\_\_  
Address of Project Site

### ***Application Requirements***

A Large Family Day Care Home is defined in 18.04.237 of the Corte Madera Zoning Ordinance and is subject to the regulations described in 18.08.030(5). The following information must be submitted for a Large Family Day Care Home Permit application to be accepted as complete:

#### **1. Completed Large Family Day Care Home Permit Submittal Checklist**

Check the box () next to each item submitted with this application. *Any unchecked item must be substantiated in writing to the satisfaction of the Planning Director, or the application will be deemed incomplete.*

#### **2. Completed Application for Development Review**

- a. All items listed in the "Application for Development Review" completed;
- b. Application signed by owner; or authorized agent of owner with letter of approval from the property owner stating that said agent may act on owner's behalf; and
- c. Large Family Day Care Home Permit application fee submitted with application.

#### **3. Site plan**

- a. All Site Plans shall be drawn at a scale of 1/8" = 1'-0" or larger; have a uniform sheet size no larger than 24" x 36"; and include the date, north arrow, and scale.
- b. Project Data Summary Table — Provide the following information:
  - i. Gross Lot Area and Net Lot Area
  - ii. Number of Parking Spaces (existing & proposed)
  - iii. Gross Floor Area and Floor Area Ratio
  - iv. Lot Coverage

- c. Include dimensioned property lines for the project parcel;
- d. Show topographic contours at intervals of not more than five feet;
- e. Show the location of required front, side, and rear yard setbacks for project parcel;
- f. Show the footprint of all existing structures on site.
- g. Show the footprint of all structures on properties adjoining the project parcel;
- h. Show the location of adjacent street rights-of-way, identified by name, and any on-site easements;
- i. Show the location of off-street parking areas, with dimensions;
- j. Show the location of walls, fences, driveways, etc. on site; and
- l. Show any improvements made to the property that have been approved but not yet constructed and label the area as such.

**4. Large Family Day Care Home License**

- a. Proof of pending or approved Large Family Day Care Home License. Attach approved license or completed LIC 279 form with copy of payment receipt.

**5. Additional Information**

- a. Other information which may be required by the Planning Director to review this application including

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***Note: During the process of analyzing the application, additional information and/or materials may be required by the Planning Director to clarify the application elements.***

I have read and understand my obligations regarding the information necessary for a complete application submittal for a large Family Day Care Home within the Town of Corte Madera.

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Signature of Owner or Authorized Agent

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Type or Print Name of Owner or Authorized Agent

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Date of Signature



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