



CITY OF MURRIETA

Planning Department

1 Town Square
24601 Jefferson Avenue
Murrieta, CA 92562

Application for Large Family Day Care

The purpose of the Large Family Day Care Permit is to facilitate the establishment of licensed family child care homes in single-family zoning districts in compliance with state law. It is further intended to protect the surrounding neighborhood from impacts relating to noise, parking, traffic, and the spacing and concentration of these activities.

For Planning Office Use Only

Case Number: _____ Date Submitted: _____ Received by: _____

PROJECT INFORMATION

PROJECT NAME/DESCRIPTION

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Approximate Gross Acreage/Net Acreage: _____ Current Zoning & GP Designation: _____

Property Addresses/Location: _____

APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS (SELECT ONLY ONE): Applicant/Developer Project Manager Property Owner Prospective Owner

APPLICANT/DEVELOPER

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No.: () _____

PROJECT MANAGER (Representative for Developer)

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

PROPERTY OWNER

Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

PROSPECTIVE PROPERTY OWNER (If applicable)

Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

ACKNOWLEDGMENT OF DEPOSIT BASED PROCESSING OF APPLICATIONS

The signature below acknowledges that the City operates on the basis of full cost recovery for the processing of Planning projects. Deposits made at the time of application may not be sufficient for the processing of the application and additional deposits may be required to cover the cost of reviewing the project. If at any time deposits are insufficient to cover the processing of the application, processing will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

OWNER CERTIFICATION

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

_____ PRINTED NAME OF OWNER	_____ SIGNATURE OF OWNER
_____ PRINTED NAME OF OWNER	_____ SIGNATURE OF OWNER

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owner’s signatures.

FILING INSTRUCTIONS FOR LARGE FAMILY DAY CARE APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Large Family Day Care application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE LARGE FAMILY DAY CARE FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

INITIAL SUBMITTAL:

1. One complete and signed application form.
2. One complete and signed Depositor Application (if a depositor ID has not been previously established).

To download this form, go to

<http://www.murrieta.org/uploads/forms/finance/Depositor%20Application.pdf>.

3. The appropriate deposit fee for the application type or types.

To view the Fee Schedule, go to

<http://www.murrieta.org/uploads/forms/planning/08-09%20fees.pdf>

This is a deposit based application and is billed on a time worked basis.

4. Evidence that the applicant resides at the subject property.
5. Five (5) copies of the following exhibits. The exhibit must include the information described in the Large Family Day Care Matrix.
 - a. Site plan.
 - b. Floor plan.

All exhibits must be folded no larger than 8 ½" x 11".

6. One copy of your State daycare license.
7. In order to facilitate mailing of public hearing notices to affected properties a complete noticing package is required. The required radius is 100 feet from the exterior boundaries of the property for which the application is filed. The Director may require additional noticing if determined necessary or desirable or to comply with the "expanded notice" requirements of the Development Code. **Please Note:** Property owner noticing requirements may vary based on the location of the proposed project site.
 - a. An assessor's Parcel Map(s) illustrating the required radius as measured from the exterior boundaries of the subject site, Include all parcels within the radius and all those that touch the radius line. Preferred scale of the map is 1-200 feet, 300 feet, or 400 feet.
 - b. If more than one (1) Assessor's Parcel Map is required to show all of the affected parcels then an index map must be included. The index map must show the entire area affected on ONE SHEET. The required radius boundary line must be drawn on the map and be clearly visible (Preferably in red line). Index map(s) from the Riverside County Tax Assessor's Office may be used for this purpose.
 - c. Two (2) sets of gummed or adhesive labels with the name, address and assessor's parcel number for every parcel within the required radius. These labels must be based on the latest equalized tax roll from the Riverside County Tax Assessor's Office.
 - d. Include mailing labels for the property owner, applicant, and representative.
 - e. A Signed certification letter from the person(s) preparing the list certifying that the information contained therein is accurate and is from the latest Riverside County Tax Assessor's Rolls. A sample "Public Noticing Certified Property Owner's List Affidavit" is included at the back of this application.

Information to prepare the above may be obtained from the Riverside County Tax Assessor's Office. Also, local Title Companies offer this service.

LARGE FAMILY DAY CARE MATRIX

The following table lists the minimum information required on the exhibits. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, A SIGNED LETTER SHALL BE PROVIDED EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

Note: Additional information may be required during review of the application, including information not specifically required by this checklist.

SITE PLAN:
1. The site plan shall be drawn to a scale not to exceed 1 inch = 40 feet
2. The site plan shall be fully dimensioned, and include a graphic scale and north arrow
3. The site plan shall show boundary and physical dimensions of the subject property.
4. The site plan shall show the location and dimensions of all existing and proposed access, drives, parking areas, play areas, signs, structures, walls and/or fences, and yards.
FLOOR PLAN:
The floor plan shall illustrate the layout and intended use of all on-site structures.

Additional copies of this application may be obtained from the Planning Department's Web Page at <http://www.murrieta.org/dev/planning/index.asp>

