



## Application for **Child Care Facility**

Permit Cost: **\$25.00**

Renewal: **No Fee**

Primary Code Reference: **Chapter 7, Section 45.60(3)**

### Applicant Information

Name of Applicant:	
Applicant Phone Number:	Applicant Fax Number:
Applicant Mailing Address:	
Applicant Email Address:	
Relationship of Applicant to Property:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other
Name of Authorized Agent (if applicable):	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

### Property and Use Information

Property Address (if different from applicant):	
Current Zoning:	Current Use:
Proposed Temporary Use(s):	
Legal Description(s):	

### Child Care Facility Information

Type of Facility:	<input type="checkbox"/> Family Child Care Home <input type="checkbox"/> Family Child Care Center <input type="checkbox"/> Child Care Center
Child Care Facility Description: <i>Please describe your location, number of children, operating times, etc. in as much detail as you feel necessary. Use extra sheets if required.</i>	

### FOR USE BY COUNTY STAFF – DO NOT WRITE HERE

New Application <input type="checkbox"/> Renewal <input type="checkbox"/>	Planning Commission Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Case Name/No.:	Date Received:
Fee/Amount Paid:	
Planning Comm. Date:	PC Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Chairman:	Date Signed:
Applicable Director (Renewal):	Date Signed:

The following items shall be submitted along with this application. Please review Section 45.60 for the specific regulations, procedures and approvals required for a Child Care Facility permit.

**Required Materials** (per Section 10.30):

- a) A general description of the proposed Child Care Facility.
- b) If an agent is identified above, the property owner must also sign the application below, granting the agent permission and authority to act as Applicant on the property owner's behalf.
- c) The names, addresses, and phone numbers of all property owners within 1,000 feet of the project site.

**Updates to These Materials**

The Applicant or his/her agent shall notify Campbell County of any changes to the information provided in the application summary that occur while any approval of the Child Care Facility application is pending. Notification of any changes to the information provided in the application during or post-construction must be provided to the County for review and approval by the Director of Public Works.

**Acknowledgement of Right to Appeal**

The Applicant herein, or his/her authorized Agent, hereby acknowledges that he/she has been advised of his/her right to appeal the decision of the Applicable Director or Planning Commission to the County Commission, according to the requirements of Section 10.70 of the Regulations.

Applicant Signature: \_\_\_\_\_ Authorized Agent: \_\_\_\_\_

**Request for Notification of Changes**

The applicant, if signed below, grants the above noted authorized agent the authority to act on the property owners behalf regarding all matters of this application. Please also check YES if the Applicant requests to receive correspondence from the Planning Department regarding any submittals received or changes made during this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes, I request to receive notification of submittal changes made during the application review process.