



*City of Kuna*  
**Special Use Permit  
Child Care Facility Application**

**Fee: \$330.00 (Home/Group Care)/ \$800.00 (Center)**

P.O. Box 13  
Kuna, Idaho 83634  
(208) 922-5274  
Fax: (208) 922-5898  
kunacity.id.gov

File No. : \_\_\_\_\_  
Cross Ref. : \_\_\_\_\_  
File Name: \_\_\_\_\_

**Definition of a Home Daycare:**

Daycare Facilities: Any home where non-medical care, protection or supervision is regularly provided to children under twelve (12) years of age, for periods less than twenty four (24) hours per day, while the parents or guardians are not on the premises. Any facility providing daycare is required to have a special use permit and a State of Idaho basic daycare license.

- A. **Family Childcare Home:** A childcare facility which provides care for six (6) or fewer children throughout the day.
- B. **Group Childcare Home:** A childcare facility, which provides care for seven (7) to twelve (12) children throughout the day.
- C. **Childcare Center:** A childcare facility, which provides care for more than twelve (12) children throughout the day. *Note: Childcare Centers are subject to the Design Review process.*

**It should be noted that, in determining the type of childcare facility that is being operated, the total number of children cared for during the day and not the number of children at the facility at any one time is determinative.**

**KCC 5-6-5: Supplementary Conditions and Safeguards:**

In granting any special use, the planning and zoning commission may prescribe appropriate conditions, bonds and safeguards in conformity with this title. Violations of such conditions, bonds or safeguards, when made a par of the terms under which the special use is granted, shall be deemed a violation of this title.

**KCC 5-6-6: Procedure for Hearing Notice:**

Prior to granting a special use permit, at least one public hearing in which interested persons shall have an opportunity to be heard shall be held. At least fifteen (15) days prior to the hearing, notice of the time and place and a summary of the proposal shall be published in the official newspaper or paper of general circulations within the jurisdiction. Notice shall also be provided to

property owners and residents within three hundred feet (300') of the external boundaries of the land being considered, and any additional area that may be substantially impacted by the proposed special use as determined by the commission.

**KCC 5-1A-8:**

**A:1: Posting of Hearing Notice on Property:** Not less than ten (10) days prior to the hearing, the applicant shall post a copy of said notice of hearing of the application on the property under consideration; except as noted herein, posting of the property must be in substantial compliance.

**KCC 5-6-7: Action by Commission:**

Within thirty (30) days after the public hearing, the planning and zoning commission shall approve, conditionally approve or disapprove the applications as presented. If the application is approved or approved with modifications, the commission shall direct the director to issue a special use permit listing the specific conditions specified by the commission for approval.

***Any special use permit so granted shall be personal to the applicant and shall not run with the land, shall not be transferable, and shall terminate when the applicant ceases to do business at the location stated in the permit.***

**Application Submittal Requirements**

Applicant Use		Staff Use
<input type="checkbox"/>	Copy of CPR and First Aid Training Certificate	<input type="checkbox"/>
<input type="checkbox"/>	A <b>complete</b> Special Use Permit Application form <i>Note: It is the applicant's responsibility to use the most current application.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Detailed letter of explanation or justification for the application, describing the project and design elements, and how the project complies with the Special Use conditions.	<input type="checkbox"/>
<input type="checkbox"/>	One (1) Vicinity Map (8 1/2" x 11") at 1" = 300' scale (or similar), label the location of the property and adjacent streets.	<input type="checkbox"/>
<input type="checkbox"/>	One 8 1/2" x 11" colored aerial photos depicting proposed site, street names, and surrounding area within five-hundred feet (500'). The purpose of these photos is to view the site for existing features and adjacent sites.	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Deed; <b>and</b> , if the applicant is not the owner, an <b>original</b> notarized statement (Affidavit of Legal Interest) from the owner (and <b>ALL</b> interested parties) stating the applicant is authorized to submit this application.	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Daycare License from the State of Idaho "Health and Welfare" Department	<input type="checkbox"/>

<input type="checkbox"/>	One (1) detailed site plan that includes the following: (8 1/2" x 11" minimum)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All existing structures labeled as existing and proposed uses	<input type="checkbox"/>	
<input type="checkbox"/>	Size of parcel (acres or square feet)	<input type="checkbox"/>	
<input type="checkbox"/>	Special features such as sidewalks, fencing, retaining walls or berms.	<input type="checkbox"/>	
<input type="checkbox"/>	Parking areas with garage door widths shown	<input type="checkbox"/>	
<input type="checkbox"/>	Off street parking, circulation and driveway locations	<input type="checkbox"/>	
<input type="checkbox"/>	Proposed or existing types of outdoor lighting	<input type="checkbox"/>	
<input type="checkbox"/>	Child pick-up area	<input type="checkbox"/>	
<input type="checkbox"/>	Existing and proposed landscaping	<input type="checkbox"/>	
<input type="checkbox"/>	Dimensions of usable outdoor and indoor "play areas"	<input type="checkbox"/>	
<input type="checkbox"/>	Fences: Type and Height, including gates. Indicate if existing or proposed. <i>Note: All gates are required to be locked during business hours.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	Diagram showing uses within the home. (IE: bedroom, kitchen, etc.)	<input type="checkbox"/>	
<input type="checkbox"/>	Commitment of Property form signed by the applicant / agent		<input type="checkbox"/>
<input type="checkbox"/>	Neighborhood Meeting Certificate <i>Note: Certificate and Neighborhood meeting list forms must accompany this application.</i>		<input type="checkbox"/>
<input type="checkbox"/>	Diagram for evacuation plans of house in case of fire or other disaster		<input type="checkbox"/>

### Additional Information

1. Are there smoke detectors in every living area except the bedrooms and bathrooms? Yes  No
2. Locks installed on all doors to the outside? Yes  No
3. Door chime installed on the front door to indicate any opening? Yes  No
4. Safety locks on doors and cabinets where chemicals are stored? Yes  No
5. Fire extinguisher installed in kitchen? Yes  No
6. Is the home daycare located on an arterial or collector street?  
*Note: If yes, there must be an on-site pick-up area designed to prevent vehicles from backing onto the roadway. This application must include a diagram which shows how this will be accomplished.* Yes  No
7. Are there any indoor and/or outdoor pools? Yes  No   
If a pool is present, what measures are taken to protect children from the pool area?

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8. Are there stairs indoor/outdoor of proposed site? Yes  No   
 If yes, are there safety barriers installed? Yes  No   
 9. Are electrical outlets covered with safety devices? Yes  No

### Applicant Information

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Owner Purchaser Lessee

Fax/Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Represented By: *(if different from above)* \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

*Please check the box that reflects the intent of the application:*

FAMILY CHILDCARE HOME  
 CHILDCARE CENTER

GROUP CHILDCARE HOME

### Subject Property Information

Site Address: \_\_\_\_\_

Site Location (Cross Streets): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Section, Township, Range: \_\_\_\_\_

Gross Floor Area: \_\_\_\_\_ Live-able Space (not for daycare use): \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_ Currently Zoning District: \_\_\_\_\_

### Project Description / Summary

Is this facility in your principal residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be hiring any employees who do not reside on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_

Project Description: \_\_\_\_\_

General Description of request: \_\_\_\_\_

Hours/Days of operation: \_\_\_\_\_

Number and ages of children: \_\_\_\_\_

Fencing type / size / & location: \_\_\_\_\_

Existing or proposed lighting: \_\_\_\_\_

Parking available: \_\_\_\_\_ Number of possible parking spots: \_\_\_\_\_

Off street parking available: \_\_\_\_\_ Designated pick-up area: \_\_\_\_\_

### Standard Conditions (Home/Group Care Only)

Meet requirements of the International Fire Code (IFC)   
*Note: If the applicant is uncertain about a particular code and its application, they are responsible to seek that knowledge.*

Maintain fire safety standards.

- Provide at least two (2) unblocked outside exits that remain unimpeded at all times. Staff and parents shall be advised where these exits are located and they need to be marked appropriately.
- Provide corridors and stairs that are a minimum of 36" wide and provide gates so children cannot access stairs.
- Flame source utilities shall not be accessible to children and I posses a carbon monoxide detector that is operable at all times and located in proximity to the flame source.
- Storage areas shall be free of excessive combustibles or highly flammable materials and be inaccessible to children.
- Smoke detectors shall be installed on the ceilings of each floor story, in front of the doors, to stairways and separated a maximum 30-foot in corridors or at other distance's required by code.
- Bathroom and closet doors shall be designed so they can be unlocked from the outside
- The site address on the side of the building fronting the street shall be numbered and illuminated so that it can be readily seen from the street
- Provide a flashlight on-site and other emergency supply, in anticipation of a power outage. These supplies need to readily accessible and maintained in good working order
- Ensure that all food preparation, serving and storage areas, equipment and utensils are clean, in good repair and kept out of the children's reach
- Ensure that all dishes and utensils are properly cleaned, rinsed, sanitized and air dried
- Ensure that all perishable foods are stored in a covered container, in an operating refrigerator, with a maximum temperature of 40 degrees
- Ensure that deep freezers or other refrigeration type units, which cannot be opened from the inside, are locked or stored in a locked room
- Ensure that no home-canned foods are served to the children
- All child care facilities are required to be inspected by Central District Health Department for compliance with Idaho Code §39-1110. The child care provider shall practice acceptable public health practices in order to curtail the spread of communicable diseases and maintain sanitary conditions
- Ensure that a minimum 40 square feet of habitable indoor dwelling area is provided for each child. The City staff shall review and determine which areas of the building are considered habitable
- Ensure that a minimum 80 square feet of outdoor play space is provided for each child. The City shall review and determine what outdoors areas meet this area requirement

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|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Ensure that all cleaning agents and other poisonous substances that pose danger to children are kept in locked storage or preferably removed from the premises. Chemical storage of chemicals underneath, over or near a sink should be avoided since many chemicals are affected by moisture and become hazardous through chemical change  | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure that child care rooms are clean and dry; that all floors, walls, ceiling and furniture are clean and kept in good repair; that all floors are swept and mopped daily with a sanitizing solution and carpeted areas vacuumed daily  | <input type="checkbox"/> |
| <input type="checkbox"/> | The facility must be free of exposed lead-based paint surfaces, that are chipped, flaking or peeling. If the residence has lead based paint, the applicant shall advise the City of this fact   | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure an onsite telephone is operable at all times. Post emergency phone numbers, including fire, rescue, police (or 911 or local equivalent where they are ready accessible to the daycare provider). Place City Planning Department and Poison Control phone numbers in a prominent location   | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure that play materials, equipment and furnishing are kept clean, in good repair; and do not possess sharp edges. Children shall be located in safe, sight-obstructing fenced outdoor play areas. The fences shall be sturdy with no sharp or jagged edges. All equipment shall be kept in good repair and well maintained. Equipment shall be sturdy, stable and free of hazards including sharp edges, lead based paint, loose nails, splinters, protrusions (excluding nuts and bolts on sides of fences) and pinch and crush points. Children shall not be allowed to play on outdoor equipment that is hot to the touch | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure the building's used for child care meet the City's building and Fire District codes  | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure that all doors opening to the outside are self-closing (except for sliding glass doors) and all ventilating windows have locking screens   | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure that heating, ventilating and lighting facilities meet City code   | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure that child accessible electrical outlets are covered with safety caps, ground fault interrupters or have safety outlets' installed that meet City code   | <input type="checkbox"/> |
| <input type="checkbox"/> | All child care provider's refuse and garbage shall be collected, stored and disposed of in an appropriate manner with a minimum weekly solid waste pickup or disposal service. Garbage shall be contained so that it does not attract rodents or insects. Waste material will be placed in containers and locations approved by the City  | <input type="checkbox"/> |
| <input type="checkbox"/> | The childcare facility grounds will be kept neat and clean and free from rodents, hazards and other perils  | <input type="checkbox"/> |
| <input type="checkbox"/> | Smoking shall be prohibited in all areas of the facility during its hours of operation  | <input type="checkbox"/> |

- Ensure that children who are ill are excluded from the general population and sent home as soon as possible to minimize safety threat to fellow children. Provide the City with a protocol of how sick children will be attended. Report any health related concerns to either the City or the Health Department
- Ensure that sleeping, play areas and fixtures are maintained in a sanitary condition. Children shall not share unwashed bedding; and all bedding shall be washed after soiling and at least once a week
- Outdoor play areas shall adjoin, or be safely accessible to indoor areas
- All equipment openings, steps, decks and handrails shall be smaller than three and half inches (3 ½") in spacing or diameter or greater than nine inches (9") to prevent child entrapment
- All upright angles shall be greater than 55 degrees to prevent the children's entrapment and entanglement
- The outdoor play area shall be enclosed by a private or semi-private fence constructed of approved building materials to a minimum height of five feet (5') but not to exceed six feet (6'). The fence shall include a minimum of two (2) operating exits. Semi-private fences shall not have openings exceeding 1 ¾ inch width
- All stationary outdoor equipment that is more than eighteen inches (18") in height shall be installed over a protective surfacing
- Play equipment shall be place at least six feet (6') away from buildings, fences, trees or other play equipment and kept in good repair. Swing seats shall be made of plastic, soft or flexible material
- Exterior balconies, porches, and stairs shall be of stable construction and any space under porches needs to be closed off in such a manner as to guard against children's curiosity
- Vertical offsets such as outsides basement window wells, stairways or retaining walls shall have guardrails or approved screening
- Area's inhabited by children, shall be free of electrical hazards (switchboxes, unfenced air conditioners, or power lines) and attractive hazards (vehicles, metal drums, pallets tools or wood piles)
- Wells, tool sheds and other hazards are to be fenced or closed off
- Areas inhabited by children are to be kept free of animal wastes and debris
- Remove any poisonous substances such as plants, berries or mushrooms from the premises



- Sandbox or sand play areas are to be completely covered when not in use
- Outdoor water features are not allowed on the premises or nearby child accessible areas; water features includes pools, spas, ponds and other similar water containment areas
- Child care facilities shall not be permitted next to an open body of water without an approved method of fencing construction that has been reviewed by City Planning Staff
- The child care owner/operator shall ensure that firearms, other types of weapons, weapon accessories and ammunition are kept in locked storage. Firearms shall be kept unloaded at all times and the ammunition will be stored separately from the firearms. The children's parents or guardians shall be notified of weapons kept on premises and advised of how they are secured

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of receipt by City Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ADDITIONAL COMMENTS:

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