



# In-Home/Child Care Facility Special Use Permit Application



PO Box 13 | 751 W 4<sup>th</sup> Street | Kuna, ID 83634  
(208) 922-5274 | [www.KunaCity.ID.gov](http://www.KunaCity.ID.gov)

**FEE: \$330.00 – In-Home/Group Care; \$800.00 - Center**

**Kuna City Code (KCC) 5-1-6** defines Child Care Facilities as: Any home, structure, or place where nonmedical 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 child care is required to have a Special Use Permit and a State of Idaho basic day care license. There are three (3) types of facilities:

- A. **Home Child Care:** A child care facility which provides care for six (6) or fewer children throughout the day.
- B. **Group Child Care:** A child care facility which provides care for seven (7) to twelve (12) children throughout the day.
- C. **Child Care Center:** A child care facility which provides care for more than thirteen (13) children throughout the day. It should be noted that, in determining the type of child care 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. (*NOTE: Child Care Centers are subject to the Design Review process*).

**It should be noted that in determining the type of Child Care 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 5-6-4 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 part of the terms under which the Special Use is granted, shall be deemed a violation of this title.

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

Prior to granting a Special Use Permit, at least one (1) 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 time and place and a summary of the proposal shall be published in the official newspaper of general circulation within the jurisdiction. Notice may also be made available to other newspapers, radio and television stations serving the jurisdiction for use as a public service announcement. Notice shall also be provided to property owners and residents within three hundred (300) feet 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. When notice is required to two hundred (200) or more property owners or residents, in lieu of mailing notice, two (2) additional hearing notices shall be provided.

**KCC 5-1A-8 Sign Posting Procedures:**

**A:1: Posting of a 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 5-6-6 Action by Commission:**

Withing thirty (30) days after the Public Hearing, the Planning and Zoning Commission shall either approve; conditionally approve; or disapprove the applications as presented. If the application is approved or approved with modifications, the Commission shall direct the Planning and Zoning Director to issue a Special Use Permit, listing the specific conditions specified by the Commission for approval.

### **Application Submittal Requirements**

*(This application will not be accepted unless the following items are submitted in full.)*

### **Application shall contain one (1) copy of the following (digital documents preferred):**

- Complete Special Use Permit application form. *(It is the applicant's responsibility to use the most current application.)*
- 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.
- One (1) Vicinity Map: 8.5" x 11" at a 1" = 300' scale (or similar). Label the location of the property and adjacent streets.
- One (1) Aerial Photo: 8.5" x 11" depicting proposed site, street names, and surrounding parcels within five-hundred (500) feet. *(The purpose of the aerial map is to view the site for existing features and adjacent sites.)*
- Copy of Deed; **and**, if the applicant is not the owner, an *original* Affidavit of Legal Interest from the owner (and **ALL** interested parties) stating the applicant is authorized to submit the application.
- Provide proof that you have begun the daycare license application process with Idaho Health & Welfare.
- Detailed Site Plan 8.5" x 11" or larger:
  - Size of Parcel (acres or square feet)
  - Indicate existing structures (i.e. home, buildings, storage sheds, etc.)
    - Indicate existing and proposed uses (i.e. play areas, kitchen, etc.)
  - Indicate existing and proposed lighting
  - Indicate existing and proposed landscaping
  - Indicate sidewalks, fencing (include type, height, gates), retaining walls or berms. *(NOTE: All gates are required to be locked during business hours.)*
  - Indicate off-street child drop-off/pick-up location and circulation, driveway location, and garage door width(s)
  - Existing and proposed landscaping
  - Dimensions of useable outdoor and indoor play areas
- Copy of CPR & First Aid training Certification for applicant & all employees
- Emergency Evacuation Plan and diagram
- Neighborhood Meeting Certification
- Commitment of Property Posting form signed by applicant/agent

**Indicate type of Child Care Facility which you are applying for:**

- Family Child Care In-Home    Group Child Care In-Home    Child Care Center

**Applicant Information**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner Information**

*If same as above, skip this section.*

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Representative**

*If same as Applicant, skip this section.*

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Subject Property Information**

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

Nearest Cross Streets: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

Zoning: \_\_\_\_\_

Gross Square Footage: \_\_\_\_\_

Livable Square Footage (not for Child Care use): \_\_\_\_\_

Is this address your principal residence? YES NO

*(KCC 5-5-4:3b requires that a person(s) must reside within the premises in order to be considered an In-Home child care facility.)*

Will you be hiring and employees who will NOT reside on the premises? YES NO

If Yes, how many? \_\_\_\_\_

Are there smoke detectors in every living area, except the bedrooms and bathrooms? YES NO

Are locks installed on all doors to the outside? YES NO

Are door chimes installed on the front door to indicate any opening? YES NO

Is a fire extinguisher installed in the kitchen? YES NO

Is the child care facility located on an Arterial or Collector street? YES NO

*If Yes, there must be an on-site pick-up area designed to prevent vehicles from backing into the roadway; include a diagram.*

Are there any indoor and/or outdoor pools? YES NO

*If Yes, what measures have been taken to protect children from the pool area? Attach plan to your application.*

**Additional Information**

Days and hours of operation. Provide the ours of operation for each day you will be open:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

*(KCC 5-1-6-2 Childcare Facilities, does not allow 24-hour childcare facilities.)*

Do you have an Emergency Evacuation Plan? YES NO

*An Emergency Evacuation Plan is required, attach plan to application.*

Do you have a "Sick Child" Plan/Policy? YES NO

*A "Sick Child" Plan/Policy is required, please attach plan to application.*

Are there stairs inside/outside of your site? YES NO

*If Yes, is a barrier/gate installed? YES NO*

Are electrical outlets covered with safety devices? YES NO

**Standard Conditions for In-Home & Group Child Care Only**

*The following conditions must be met as a minimum, additional conditions may be required by Staff, Kuna Rural Fire District or the Planning and Zoning Commission.*

- Site shall meet International Fire Code (IFC). *(NOTE: If you are uncertain about a particular code and its utilization, it is the Applicant's responsibility to seek that knowledge.)*
- Site shall maintain fire safety standards and Kuna City Code (KCC) standards.

- Smoke detectors shall be installed on ceilings of each story of site; in front of doors; to stairways; and separated by a maximum of 30-feet in corridors or at other distances required by IFC.
- Flame source utilities shall not be accessible to children.
- A carbon monoxide detector shall be located within proximity of the flame source and shall remain operable at all times.
- Storage areas shall be inaccessible to children and free of excessive combustibles or highly flammable materials.
- At least two (2) unblocked, outside exits that remain unimpeded at all times shall be provided. Exits shall be marked appropriately; staff and parents shall be advised where these exits are located.
- Shall provide corridors, stairs and entryways/exits that are a minimum of 36" wide.
- Shall provide gates at stairs so children cannot access them.
- Bathroom and closet doors shall be designed as to be unlocked from the outside.
- Site address shall be numbered; illuminated; mounted on the street frontage side; and be readily visible from the street.
- A flashlight and other emergency supplies shall be provided on-site in anticipation of a power outage; supplies shall be readily accessible and maintained in good/working order.
- All dishes; utensils; serving items; storage areas; and equipment shall be properly cleaned, rinsed, sanitized and air dried.
- All food preparation; serving items; storage areas; equipment; and utensils shall be kept in good repair and kept out of reach of children.
- All perishable foods shall be stored in a covered container, in an operating refrigerator, at a maximum of 40 degrees.
- All deep freezers or other refrigeration type units shall not be able to be opened from the outside and shall be locked or stored in a locked room.
- Home-canned foods shall not be served to children.
- A minimum of 40-square feet of habitable indoor dwelling area shall be provided for each child; city staff shall review and determine which areas of the building are considered habitable.
- A minimum of 80-square feet of outdoor play space shall be provided for each child; city staff shall review and determine which areas meet this requirement.
- All cleaning agents and other poisonous substances that pose a danger to children, shall be kept in locked storage or preferably removed from premises.
- Storage of chemicals underneath/over/near a sink shall be avoided as many chemicals are affected by moisture and may become hazardous through chemical change.
- Child care rooms shall be kept clean and dry.
- All floors, walls, ceilings, and furniture shall be kept in good repair.
- All floors shall be swept and mopped daily with a sanitizing solution.
- Carpeted areas shall be vacuumed daily.
- Facility shall 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 city staff of this fact.
- A telephone shall be maintained onsite at all times and remain in operable condition.
- Emergency contact information including Fire, Rescue, Police (or 911 or local equivalent), Poison Control Center, as well as the City of Kuna Planning and Zoning Department (208-922-5274) shall be displayed in a prominent location.

- All play materials; equipment; furnishings; and toys shall be kept in good repair; sturdy; stable; free of hazards and shall not possess any sharp edges/surfaces; lead-based paint; protrusions; and pinch or crush points.
- Outdoor play areas shall be fenced with safe, sight obstructing, sturdy fencing and shall not possess any sharp or jagged edges/surfaces. Fence shall be constructed of approved building materials to a minimum of five (5) feet but not to exceed six (6) feet; fence shall include a minimum of two (2) operating exits; and fences shall not have openings exceeding 1 ¾" in width.
- Children shall not be permitted to play on outdoor equipment that is hot to the touch; stationary outdoor equipment greater than eighteen (18) inches shall be installed over a protective service; play equipment shall be placed at least six (6) feet away from buildings, fences and trees; swing sets shall be made of plastic, soft, or flexible materials; and outdoor play areas shall adjoin or be safely accessible to indoor areas.
- All upright angles shall be greater than 55 degrees as to prevent child entrapment or entanglement.
- All doors opening to the outside shall be self-closing (except for sliding glass doors), and all ventilating windows shall have locking screens.
- All heating, ventilating and lighting facilities shall meet KCC/International Building Code (IBC)/IFC.
- All child accessible electrical outlets shall be covered with safety caps and have ground fault interrupters or have safety outlets installed that meet KCC/IBC/IFC.
- All refuse shall be collected, stored and disposed of in appropriate containers that do not attract rodents/insects; containers shall be placed in a City approved location; and refuse shall be collected with a minimum weekly solid waste pickup or disposal service.
- Site grounds shall be kept neat and clean and free from rodents; hazards; and other perils.
- Smoking shall be prohibited in all areas of the facility during its hours of operation.
- Any ill children shall be excluded from the general population and sent home as soon as possible in order to minimize exposure to other children. Any health-related concerns (i.e. COVID-19, Hand/Foot/Mouth, etc.) shall be reported to Idaho Health and Welfare.
- All sleeping areas, play areas, and fixtures shall be maintained in sanitary condition. Children shall not share bedding and all bedding shall be washed at least once a week or after soiling.
- Exterior balconies, porches and stairs shall be of stable construction and any space under porches shall be closed off in such a manner as to guard against children's curiosity.
- Vertical offsets such as outside basement window wells, stairways or retaining walls shall have guardrails or approved screening.
- Wells, tool sheds, and other hazards shall be fenced or closed off.
- Areas inhabited by children shall be kept free of animal waste and debris and any poisonous plants, berries or mushrooms shall be removed.
- Sandbox or sand play areas shall be completely covered when not in use.
- Outdoor water features, including but not limited to pools, spas, ponds, fountains, and cisterns, shall not be accessible to children.
- Child care facilities shall not be permitted next to an open body of water without City approved fencing.
- 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 ammunition shall be stored separately from the firearm(s). Parents and Guardians shall be notified of weapons kept on premises and advised of how they are secured.

- All child care facilities are required to be inspected by the Central District Health Department for compliance with Idaho Code §39-1110. The child care owner/operator shall practice acceptable public health practices in order to curtail the spread of communicable diseases and maintain sanitary conditions.

I, \_\_\_\_\_ *Print Name* \_\_\_\_\_, understand and agree to the above listed Standard Conditions and am aware that additional conditions of approval may be required.

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