



# Childcare Special Use Permit Application

PO Box 13 | 751 W 4<sup>th</sup> Street | Kuna, ID 83634  
 (208) 922-5546 | [www.KunaCity.ID.gov](http://www.KunaCity.ID.gov)

Kuna City Code (KCC) defines a Childcare facility 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 childcare, whether in-home or commercial, is required to have an approved Special Use Permit and State of Idaho Basic Daycare License, as well as maintain a Kuna Daycare Business License. There are three (3) types of facilities:

- A. **Home Childcare:** Provides care for six (6) or fewer children.
- B. **Group Childcare (In-home):** Provides care for seven (7) to twelve (12) children.
- C. **Childcare Center:** Provides care for more than thirteen (13) children; Centers are also subject to Design Review.

**It should be noted that in determining the type of 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. The total number of children includes the Applicants children.**

**Application shall contain the following:**

Description	File Naming Convention	Submitted (✓/✗) (Staff Use Only)
Completed & signed P&Z Application Coversheet	Application Coversheet	
Completed & signed Childcare Special Use Permit Application	Childcare Special Use Permit Application	
Narrative: Introduce yourself, provide any applicable experience/background you have, provide reasons for wishing to open a daycare, any training and/or certifications you may have, etc.	Narrative	
Vicinity Map depicting the project location, surrounding street names, and surrounding subdivisions	Vicinity Map	
Recorded Deed for parcel(s)	Deed	
Affidavit of Legal Interest if the individual submitting this application is not the Owner of Record; one (1) Affidavit is required for each Owner of Record	Affidavit(s)	
Proof that you have begun the State daycare license process: Screenshot of RISE dashboard showing State license application date	State License Application	
Detailed Site Plan	Site Plan	

The following items are requirements of the site plan:		
<ul style="list-style-type: none"> <li>• Size of Parcel (acres or square feet)</li> <li>• Existing structures (i.e. home, buildings, storage sheds, driveway, etc.)</li> </ul>		
<ul style="list-style-type: none"> <li>• Existing and/or proposed play structures/equipment</li> </ul>		
<ul style="list-style-type: none"> <li>• Existing and/or proposed landscaping</li> </ul>		
<ul style="list-style-type: none"> <li>• Street name, fencing (include type, height, gates), retaining walls or berms. (NOTE: All gates are required to be locked during business hours.)</li> </ul>		
<ul style="list-style-type: none"> <li>• Off-street child drop-off/pick-up location</li> </ul>		
<ul style="list-style-type: none"> <li>• Dimensions of useable indoor and outdoor play areas</li> </ul>		
Copy of CPR & First Aid training Certification for Applicant & employees	First Aid Certification(s)	
Sick Child Plan/Policy	Sick Child Policy	
Emergency Evacuation Plan and map	Emergency Evacuation Plan	
Neighborhood Meeting Certification Form	Neighborhood Meeting Certification	
Signed Commitment to Property Posting form	Commitment to Property Posting	

If the Director or their designee determine that an application is incomplete, they shall provide notice to the applicant of such deficiencies. In the event an applicant fails to provide the missing information within a period of 14 calendar days, the application shall be deemed to have expired, and will not be further processed by the City unless and until an entirely new application is submitted.

All file naming conventions shall be followed. In the event the file naming conventions are not adhered to the application submittal will be rejected.

Facility type?  In-home 0 – 6 Children  In-home 7 – 12 Children  Center 13 or more Children

**Owner of Record**

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

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

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

**Applicant 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): \_\_\_\_\_

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

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

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

- Is this address your principal residence?  YES  NO  
*An in-home occupation must be clearly subordinate to the occupants.*
- Will you be hiring and employees who will NOT reside on the premises?  YES  NO  
If Yes, how many? \_\_\_\_\_
- Have you reviewed the requirements listed in IDAPA 16.06.02?  YES  NO
- Is the facility located on an Arterial or Collector street?  YES  NO
- Are there any indoor and/or outdoor pools?  YES  NO  
*If Yes, attach plan to your application.*

• Days and hours of operation – 24 hour facilities are not permitted.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

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

*By signing, you affirm this form has been completed in its entirety and all supporting documents shall be uploaded within 14 days of receipt of link provided by staff.*