



*Steve Weiss, AICP*  
*Planning Director*

# RIVERSIDE COUNTY

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# PLANNING DEPARTMENT

## **FILING INSTRUCTIONS FOR LARGE FAMILY CARE HOME PERMIT APPLICATION**

### **THE FOLLOWING INFORMATION IS NECESSARY FOR SUBMITTAL OF THE APPLICATION**

1. Completed and signed Large Family Care Home Permit application form
2. Scaled Site Plan.
3. Proof of ownership of the premises (i.e. Grant Deed or Lease)
4. A minimum of three (3) ground-level panoramic color photographs clearly showing the whole project site. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
5. Initial payment of deposit-based fees for Large Family Care Home Permit application.

### **THE SITE PLAN EXHIBIT MUST BE DRAWN TO SCALE AND INCLUDE THE FOLLOWING INFORMATION**

1. Name, address, and telephone number of applicant, and landowner (if different).
2. Assessor's Parcel Number and address of property.
3. Scale (number of feet per inch). Use Engineer's Scale (e.g. 1"=10' or 1"=20')
4. North Arrow
5. Date exhibit prepared
6. Title of Exhibit (i.e. "Large Family Care Home Permit")
7. Dimensions of the front, side and rear property lines, and the total net and gross acreage of property.
8. Vicinity map, showing site relationship to major highways, and two access roads. This may be on an attached sheet.
9. Location of adjoining properties and abutting lot lines.
10. Existing zoning and land use of the property.
11. Show streets, alleys, and rights-of-way widths providing access to the property. Indicate the surface material of the access road.

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12. Location and dimensions of existing driveways, parking area(s), vehicular circulation, and where children will be picked up and dropped off.
13. Location and dimensions of existing dwellings, building, or other structures.
14. Distances of existing structures, and paved areas to the front, side and rear property lines, and to each other.
15. Location of existing swimming pool or spa; if any, and required fencing and gate type and height.

A Large Family Care Home is a home that provides family care to 7-14 children, at least two of which are school age, including children who reside at the home. Pursuant to Section 1597.46(a)(3) of the State Health and Safety Code, the Board of Supervisors determines that any person may, subject to the requirements of this application, use a residential dwelling unit for the operation of a large family Care home in any zone where residential dwellings are permitted.

Permits will be required from both the State of California and the County of Riverside.

**STATE PERMIT:** A license must be obtained from the State of California, Community Care Licensing Division, located at 3737 Main Street, Suite 700, Riverside, CA (951) 782-4200.

The State permit will not be issued until the County has approved a Large Family Care Home permit.

**COUNTY PERMIT:** Riverside County will require that you obtain a Large Family Care Home Permit. Applications for this permit are available from any office of the Riverside County Planning Department.

No application for a Large Family Home permit shall be approved unless it complies with the following standards:

1. The applicant shall obtain a valid state license to operate a large family care home on the site within 180 days of the date of issuance of a Large Family Care Home Permit from the County of Riverside. Within 14 days of issuance of the state license, the applicant shall provide a certified copy of the license to the Planning Department. The applicant's failure to obtain a state license or to provide a certified copy of the license to the Planning Department may result in revocation of the Large Family Care Home permit as provided for in Section 18.29a. d. 10. of Ordinance No. 348.
2. The subject property is zoned for residential uses.
3. The subject property has at least two (2) off-street parking spaces. No more than one of the spaces can be in a garage or carport. These parking spaces may include spaces provided to meet residential parking requirements.
4. Loading and unloading of vehicle occupants shall only be permitted on the driveway, approved parking area, or directly in front of site and shall not unduly restrict traffic flows. Residences located on arterial streets shall provide a drop-off or pick-up area designed to prevent vehicles from backing into the roadway.
5. The applicant shall comply with all applicable State Fire Marshall regulations.

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6. To ensure the health and safety of children in family homes that provide childcare as specified within Sections 1597.30 and 1597.46 of the California Health and Safety Code, if the site has a swimming pool or spa, the pool or spa shall meet all current code regulations for fencing, gate latches and alarms.
7. No more than 14 children, including children under 10 who reside at the home, may be cared for at any Large Family Care Home, and no more than one family care home shall be located on any single parcel.
8. An on-site identification sign may be permitted in accordance with the provisions of Section 19.4.(d) of Ordinance No. 348 or may be approved with the Large Family Care Home permit is submitted concurrently
9. All necessary state permits must be kept current for the operation of the use.

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