

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT  
ERIC ROOD ADMINISTRATION BUILDING  
950 Maidu Avenue, Suite 170  
Nevada City, California 95959-8617  
(530) 265-1222 FAX (530) 265-9851**

**APPLICATION PACKET  
LARGE FAMILY DAY CARE HOME**

This packet contains filing forms and instructions for submitting a complete application for a Large Family Day Care Home permit. You must complete all forms and submit all required supplemental documents or your application will not be accepted. Applications are filed in the Planning Department and must be filed in person.

Section 12.03.090 of the Nevada County Code provides the standards for approval for Large Family Day Care Homes. (Small Family Day Care Homes, caring for 8 or fewer children, are not required to obtain a permit from the County. A Large Family Day Care Home permit is required for those day care providers that care for nine (9) to 14 children. Day Care Centers, caring for more than 14 children, must obtain a conditional use permit.) The Day Care provider must reside in the home where the Large Family Day Care Home is operated, and the daycare business must be incidental to the residential use of the property. Large Family Day Care Homes can be approved with an Administrative Development Permit in the following zoning districts as accessory uses of the property:

"R1" Single Family Residential	"AG" General Agricultural
"R2" Multiple Family Residential	"AE" Exclusive Agricultural
"R3" Multiple Family Residential	"FR" Forest
"RA" Residential Agricultural	"TPZ" Timberland Production Zone

Large Family Day Care Homes must join, form, or demonstrate that they are part of a road maintenance agreement if the access road serving the Home is not a County road. In addition to the two parking spaces required for a residence, the applicant shall provide one on-site parking stall for every five (5) children in accordance with the standards of Section 12.04.109.

To submit a complete application for a Large Family Day Care Home, you should have Forms #1, 2, 4, and this checklist (#28). If you have any questions, please contact a Planner.

This permit regulates land use only and does not exempt the day care provider from any other required County or State license. If you have questions regarding State licensing, contact the Licensing Division of the State Department of Social Services in Sacramento or Sierra Nevada Children's Services at 256 Buena Vista Avenue, Grass Valley, at 272-8866.

**LARGE FAMILY DAY CARE HOME PERMIT  
FILING INSTRUCTIONS & CHECKLIST**

This form must be filed with your application. Please check off (✓) each item to verify that the required information is attached. Initial the last page of this checklist to confirm that you understand that the following requirements must be provided or your application may not be accepted.

- 1. The signed and completed Application form, including a letter of authorization from the property owner(s) if the applicant is not the property owner.
- 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- 3. The signed and completed Agreement to Pay Form.
- 4. The Hazardous Waste Statement forms.
- 5. The road providing access to the day care home is:
  - A County maintained road
  - A private road maintained by a Homeowners/Road Association
  - A private road with no road maintenance agreement. A draft copy of my declaration is attached.
- 6. One floor plan, drawn to a recognizable scale, including square footage calculations.
- 7. One site plan, drawn to a commonly recognized engineers or architects scale and including the following information:
  - Provide a vicinity map showing the general project location (1" = 2000' scale) in relationship to the surrounding area.
  - Provide a North arrow and the scale to which the plan is drawn..
  - Provide a legend which includes:
    - a. the project proposal (a Large Family Day Care Home)
    - b. property owner/applicant name(s)
    - c. applicant's representative, if any
    - d. date of Site Plan preparation
    - e. Assessor's Parcel Number
    - f. The water source, method of sewage disposal, fire district, and public utilities.
  - Show the road providing access to your Day Care Home, it's right-of-way boundaries, it's actual width and centerline, and the type of surfacing.
  - Show the location of sewage disposal systems and wells.
  - Show the location and purpose of all existing public and private utility easements.
  - Show the location of all structures on the property; show their setbacks from property lines and label their use.

( ) Show the parking area for both the residential use and the Day Care use.

( ) 8. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

I have read this checklist and have provided the information required for application submittal. I understand that if any items are missing the application will be deemed incomplete and may not be accepted for filing.

\_\_\_\_\_  
Applicants initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planner confirmation

\_\_\_\_\_  
Date

**NEVADA COUNTY  
HAZARDOUS MATERIALS / WASTE STATEMENT**

APN: \_\_\_\_\_ Property Owner: \_\_\_\_\_

**Hazardous sites:** General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?

**Yes** Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.

**No** List the research and/or source of information justifying your response.

\_\_\_\_\_  
\_\_\_\_\_

**Hazardous use.** It is the applicant's responsibility to understand the definition of "hazardous material" and "hazardous waste," as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**

**Yes** A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.

**No** Explain why no hazardous materials are used for the proposed use or business:

\_\_\_\_\_

NEVADA COUNTY PLANNING DEPARTMENT  
LAND USE APPLICATION

Planner use only:

PLN \_\_\_\_\_

ENT \_\_\_\_\_

Please print or type in black ink

Type of application(s) for which you are applying:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Tentative Map              | <input type="checkbox"/> Ordinance Amendment    | <input type="checkbox"/> Certificate of Compliance   |
| <input type="checkbox"/> Use Permit                 | <input type="checkbox"/> Zone Change            | <input type="checkbox"/> Voluntary Merger            |
| <input type="checkbox"/> Development Permit         | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business               |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance               | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment   | <input type="checkbox"/> Setback Easement       | <input type="checkbox"/> Management Plan             |
| <input type="checkbox"/> Other (specify): _____     |   |  |

**PROJECT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Property Owners Full Names: \_\_\_\_\_  
\_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Site address(es): \_\_\_\_\_ Acreage(s): \_\_\_\_\_

Water Source: \_\_\_\_\_ Method of Sewage Disposal: \_\_\_\_\_

\*\*\*\*\*

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of ( ) Property Owner(s) or ( ) Authorized Representative\*

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**\*Representative may sign application if a Letter of Authorization from the owner(s) is provided.**



AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This Agreement To Pay form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at http://www.nevadacountyca.gov

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

Table with 2 columns: Site Information and Invoices and/or notices to be mailed to. Rows include APN, Property Owner/Business Name, Address, Phone Number, and Email.

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project:

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

Printed Name: \_\_\_\_\_ Dated: \_\_\_\_\_
Signature: \_\_\_\_\_

THIS SECTION FOR OFFICE USE ONLY

Service: \_\_\_\_\_ Department: \_\_\_\_\_ Job No: \_\_\_\_\_
Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_



Community Development Agency

## Planning Department

[Planning@nevadacountyca.gov](mailto:Planning@nevadacountyca.gov)  
[www.nevadacountyca.gov/Planning](http://www.nevadacountyca.gov/Planning)

950 Maidu Avenue, Suite #170

PO BOX #599002

Nevada City, CA 95959

PH: (530) 265-1222 ext. 2

FAX: (530) 265-9854

### **LEVINE ACT DISCLOSURE STATEMENT**

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$500 (as of Jan. 1, 2025) within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

**Proposers are responsible for accessing the link above to review the names prior to answering the following questions:**

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$500 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of authorized individual

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of company