



Skamania County
Community Development Department
Building/Fire Marshal ♦ Environmental Health ♦ Planning
Skamania County Courthouse Annex
Post Office Box 1009
Stevenson, Washington 98648
Phone: 509-427-3900 Inspection Line: 509-427-3922

DAY CARE REGISTRATION INTAKE CHECKLIST

(This form must be completed and submitted with all required documents for the application to be considered complete. Review will not begin on the project until all of the requirements below are submitted)

- | STAFF | APPLICANT | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Complete application. A complete Day Care Registration application must be submitted. There is no fee for this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Supplemental Questions. Please explain how your proposal is in compliance with the criteria listed under your specific facility. See code section 21.86 for the criteria (attached) |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a copy of your license issued by the Department of Social and Health Services. |
| <input type="checkbox"/> | <input type="checkbox"/> | Administrative Review Use application (if required) and <i>non-refundable</i> \$400 fee (payable to Skamania County Treasurer). Fees are subject to change by resolution of the County Commissioners. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional Use application (if required) and <i>non-refundable</i> \$900 fee (payable to Skamania County Treasurer). Fees are subject to change by resolution of the County Commissioners. |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPA application (if required) and <i>non-refundable</i> \$400 fee (payable to Skamania County Treasurer). Fees are subject to change by resolution of the County Commissioners. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification that applicant/owner has read and understands the Hearing Examiner process. |

Reviewed by _____ **Complete:** Yes _____ No _____ **Date:** _____

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DAY CARE REGISTRATION APPLICATION & INFORMATIONAL PACKET

What is considered a day care?

Registration of day care facilities is required under Skamania County Zoning Ordinance, Chapter 21.86 (copy attached). There are three types of day care facilities recognized in the county: Family Day Care, Child Mini-Day Care, and Child Day Care. Each has specific requirements that applicants must meet before registration may be accepted.

If the Zoning Code does not list the use as allowable, then either an Administrative Review or Conditional Use permit application may be needed. Some daycare facilities are prohibited in some zoning classifications.

The Process

1. Please complete and submit the attached to the Community Development Department along with a copy of your license issued by the Department of Social and Health Services.
2. Please include a complete site plan and associated Site Plan Checklist.
3. There is no fee for this application, but fees do apply if either an Administrative Review or Conditional Use permit application is required.
4. Community Development staff will review the application and determine if it meets the criteria listed in Skamania County Zoning Code 21.86.
5. You will receive written notice of the determination.

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DAY CARE REGISTRATION
(Please complete application in ink)

Applicant: _____ E-mail: _____

Address: _____ Home: ()

Work: ()

Day Care Name: _____

Address: _____ Phone: ()

Location of Property: _____

Tax Lot/Parcel # _____

Type of Day Care Facility: (Check one: refer to attached pages for more information and requirements. Depending on the Zoning Code, the proposed use below may require an Administrative Review Use or a Conditional Use application, which would require a non-refundable fee and an additional review process.)

- Family Day Care Home
- Child Mini-Day Care Center
- Child Day Care Center

Please explain how your operation is in compliance with the criteria listed under your specific facility (please refer to code section attached to this application):

I certify that I have read and understand the Hearing Examiner process. (Attached)

Applicant signature(s): _____ Date: _____

Owner signature(s): _____ Date: _____

Signature of the property owner(s) authorizes Staff and other Agency personnel reasonable access to the site in order to evaluate the application.

FOR DEPARTMENT USE ONLY	
Legal description attached: Yes / No	
Date received	Date complete
Receipt #	File #

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CHAPTER 21.86 CHILD CARE FACILITIES

Sections:

- 21.86.010 Purpose - Intent.
- 21.86.020 Family Day Care Home.
- 21.86.030 Child Mini-Day Care Center.
- 21.86.040 Child Day Care Center.
- 21.86.050 Registration.

21.86.010 **PURPOSE - INTENT**

Affordable, good quality, and licensed child day care is critical to the well-being of parents and children in the community and is a needed community service. It is the purpose of this chapter to facilitate the siting of licensed child day care facilities in a manner which simplifies the review and approval process while ensuring conformance with the surrounding land uses.

21.86.020 **FAMILY DAY CARE HOME**

A. A family day care home shall be allowable in R-1, R-2, R-5, R-10, RES-20, Community Commercial, FA-10 and FA-20 zone classifications and shall be subject to the following requirements:

1. Meet Washington State child day care licensing requirements;
2. Comply with all building, fire safety, health code, and business licensing requirements;
3. Lot size, building size, setbacks, and lot coverage conform to the standards of the zoning district, except if the structure is a legal non-conforming structure;
4. A safe passenger loading area must be provided;
5. Signage, in any, will conform to Chapter 21.70.110;
6. Filing of a child day care registration form with Skamania County as provided for in Section 21.86.060 of this chapter;
7. No structural or decorative alteration which will alter the single-family character of an existing or proposed residential structure or be incompatible with surrounding residences is permitted.

B. A family day care home may be permitted in all other zone classifications only upon issuance of a Conditional Use Permit pursuant to Chapter 21.16.070. (Ord. 1991-06 (part))

21.86.030 **CHILD MINI-DAY CARE CENTER**

Child mini-day care center not located in the residence of the care provider shall be permitted in R-1, R-2, R-5, R-10, and Community Commercial zone classifications and shall be permitted upon Administrative Review.

A. Notice. Written notice of the proposal shall be mailed to all property owners of record location within three hundred (300) feet of any portion of the boundary of the subject property and any contiguous lots in the same ownership, and shall include a description of the proposal, site location, deadline for submitting written comments, and the address and phone number of the County Planning Department.

B. Administrative Review. The Planning Director shall review applications for a mini-day care center not located in the residence of the care provider and may approve, modify, or deny the application subject to the following requirements:

1. Meet Washington State child day care licensing requirements;
2. Comply with all building, fire safety, health code, and business licensing requirements;
3. Signage, if any, will conform to the requirements of Chapter 21.70.110;
4. Filing of a child day care registration form with Skamania County as provided for in Section 21.86.050 of the chapter;
5. Parking requirements shall comply with Chapter 21.70.070;
6. The site must be landscaped in a manner compatible with adjacent residences;
7. No structural or decorative alteration which will alter the residential character of an existing residential structure used for a child mini-day care center is permitted. Any new or remodeled structure must be designed to be compatible with the residential character of the surrounding neighborhood;
8. The child mini-day care center shall not be located within 300 feet of another child mini-day care center or child day care center not located in the residence of the care provider, excluding any child day care center which is an accessory use pursuant to Section 21.86.040(D) of this chapter;
9. The Planning Director may attach conditions to the permit in order to reduce conflicts between the child mini-day care center and surrounding neighborhood; i.e., noise attenuation, special parking needs, and hours of operation;
10. If the Planning Director finds that there is just cause for a public hearing, final approval shall be determined through the Conditional Use Permit process pursuant to Chapter 21.16.070 and shall be subject to the requirements of Section 21.86.040 of this chapter. The process used to appeal an Administrative Review decision is contained in Chapter 21.16.070.

C. A child mini-day care center may be permitted in all other zone classifications only upon issuance of a Conditional Use Permit pursuant to Chapter 21.16.070. (Ord. 1992-03(part); Ord. 1991-06 (part))

21.86.040 **CHILD DAY CARE CENTER**

A. A child day care center shall be allowable in the Community Commercial zone classification and shall be subject to the following requirements:

1. Meet Washington State child day care licensing requirements;
2. Comply with all building, fire safety, traffic safety, health code, and business licensing requirements;
3. Setbacks, screening, landscaping, lot size, building size, and lot coverage shall conform to the pertinent portions of the zoning code;
4. Parking requirements shall conform to Chapter 21.70.070.
5. Filing of a child day care registration form with Skamania County as provided for in Section 21.86.060 of this chapter.

B. A child day care center may be permitted in all other zone classifications only upon issuance of a Conditional Use Permit pursuant to Chapter 21.16.070.

C. Limitations in Use of a Family Residence. No child day care center shall be located in a private family residence unless the portion of the residence where the children have access is used exclusively for the children during the hours the center is in operation, or is separate from the usual living quarters of the family.

D. Accessory Use. A child day care center, if sited on the premises of an operating community service facility shall be considered accessory to the principal use of the property concerned. (Ord. 1991-06 (part))

21.86.050 **REGISTRATION**

Each child day care service provider must register with Skamania County Planning Department by completing a Child Day Care Registration form, as provided by the Planning Department, prior to initiation of the use. Upon registration, the child day care provider must be able to demonstrate compliance with the applicable conditions of this chapter. (Ord. 1992-03 (part); Ord. 1991-06 (part))