



**SPECIAL USE PERMIT
TO PROVIDE GENERAL HOME DAY CARE**

4600 W 51st Street
Roeland Park, KS
66205

Phone: 913-772-2600
Fax: 913-772-3713
www.roelandpark.net

New Application

Renewal

Appl
Date:

Fee Paid: Case

\$250.00

No.: Meeting Date:

Please include documentation of state current state licensure with application

Applicant Name:

Phone:

Address:

Zip Code:

Day Care Name:

Cell:

E-Mail:

Property Zoning Designation:

(if not known, can be supplied by staff)

Name of Subdivision:

Do you own the home?

Yes

No

Note: *If not, please provide written permission from the owner for the CUP request.*

Total number of children which care will be provided:

Note:

Number of providers living in the home:

Note: *The daycare provider shall reside on the premises*

Number of Employees:

Hours of operation:

Days of week:

Hours:

Provide a plot plan or sketch of the home showing the following:

Location and number of parking and/or drop-off spaces;

Location and type of facilities/equipment for the required outdoor activity area;

Location, type and height of fencing.

Location of the 100ft2/per child open area

Provide a written narrative of the day to day operations / daily schedule to include the following:

Describe the daily activities / schedule;

Drop off/pick up times;

of all day participants and ages;

of before/after school participants and ages.

Provide pictures of all rooms where daycare will be held

Have there been conversations with adjacent neighbors to determine whether or not they have objections to this business? Please describe:

Along with this application, a copy of the State of Kansas License or Application for License must be submitted.

Application information and accompanying site plans are reviewed by the City staff and/or the Fire District, which can include representatives from Neighborhood Services, Fire, and Police.

After reviewing the plans, the City staff prepares comments that are e-mailed to the contact person and that subsequently must be addressed and resubmitted by the applicant according to the required schedule. Resubmittals must include a letter addressing all staff comments and questions in writing.

Duration Of Permits:

The initial special use permit for general daycare centers that are located in residential zoning districts shall be valid for a maximum of 5 years from the date of approval.

A Special Use Permit may be revoked at any time by the Governing Body upon a determination that the business is in violation of the standards of the Section or any other City Code requirement.

I hereby affirm the above statements are true and correct. I have read Roeland Park's Home Business Regulations and agree to abide by them and any stipulations added below. I hereby certify that the location (address) of the proposed home business (as noted above) is used as my permanent and primary residence. I understand that false information or violation of any stipulation could result in revocation of the permit / license.

Date: _____ Applicant Signature: _____

Date: _____ Property Owner : _____
Signature (if different than applicant)

Revised 3/22/18