



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

4600 W 51st Street  
Roeland Park, KS  
66205

Phone: 913-772-2600  
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[www.roelandpark.net](http://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