CITY OF CHARLOTTE
APPLICATION FOR ZONING USE PERMIT

ALL YELLOW AREAS MUST BE COMPLETED ***PRESS FIRMLY***

LOCATION/OWNER

STREET # (N,S,E,W) STREET NAME (AV,RD,ST, etc)

SUITE/UNIT(S):

PERMIT #

TAX PARCEL #

PROJECT #

PROPERTY OWNER ADDRESS

CITY STATE ZIP PHONE #

APPLICANT'S NAME / CONTRACTOR ADDRESS

CITY STATE ZIP PHONE #

CONTRACTOR ACCOUNT #

PLACARD ISSUED: ■No ■Yes

TOTAL FEE $

PREVIOUS USE INTENDED USE

BUSINESS NAME

ZONING

ZONING: BUILDING DIMENSIONS: WIDTH x DEPTH HEIGHT

MINIMUM SETBACKS: FRONT LEFT SIDE RIGHT SIDE REAR REQ. PARK'G

LAND AREA / ACRAGE (sq. ft.) SWIM BUFFER: ■No ■Yes HOLD REQUIRED: ■No ■Yes

WATERSHED: ■No ■Yes SURVEY REQUIRED: ■No ■Yes TREE SAVE: ■No ■Yes

REMARKS / CODE SECTION:

EDEE ONLY: OUTDOOR SEATING / ACTIVITY AREA ■No ■Yes

OUTDOOR SEATING / ACTIVITY AREA OPEN 11:00 PM TO 8:00 AM? ■No ■Yes CLASS A BUFFER REQUIRED? ■No ■Yes

OUTDOOR SEATING / ACTIVITY AREA MEETS ■100 FT. ■250 FT. ■400 FT. SEPARATION TO SINGLE FAMILY DISTRICT.

INTENDED USE

PERMITTED INTENDED USE

- ☐ ABC INSPECTION - USE
- ☐ ABC INSPECTION - FOR EDEE USE (12.546) (COMPLETE ABOVE)
- ☐ ACCESSORY STRUCTURE (12.106) (MUST ADD DIMENSIONS ABOVE)
  - DESCRIPTION
- ☐ ADULT CARE HOME (12.502)
- ☐ AMATEUR RADIO FACILITY (12.108(10)) - TOTAL HEIGHT
- ☐ BOARDING HOUSE (12.520)
- ☐ CHANGE OF ZONING USE
  - APPROVED USE
- ☐ CHILDCARE CENTER IN RESIDENCE (12.502) (6-12 CHILDREN)
- ☐ FAMILY CHILDCARE HOME (12.502) (1-8 CHILDREN)
- ☐ GROUP HOME (12.517)
- ☐ LAND USE
- ☐ MOBILE CAR WASH (B-2, I-1 OR I-2) (TEMPORARY - UP TO 90 DAYS)
- ☐ MOBILE FOOD TRUCK 1 (12.510)
- ☐ MOBILE FOOD TRUCK 1 - SPECIAL (12.510)
- ☐ MOBILE FOOD TRUCK 3 (12.510)
- ☐ MOBILE FARMERS MARKET (12.547)
- ☐ OFF-SITE DEMOLITION LANDFILL (12.503)
- ☐ ON-SITE DEMOLITION LANDFILL (12.405)
- ☐ OUTDOOR FRESH PRODUCE STAND (12.539)
- ☐ OUTDOOR SEASONAL SALES (12.519)
- ☐ PARKING
- ☐ PERIODIC RETAIL SALES EVENT- OFF PREMISE (12.534) (14 DAY)
- ☐ PERIODIC RETAIL SALES EVENT- ON PREMISE (12.535) (4 DAY)
- ☐ TENT (TEMPORARY - UP TO 90 DAYS) (ENDS)
- ☐ TEMPORARY CONSTRUCTION TRAILER
- ☐ OTHER

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS EITHER THE OWNER OR THE AUTHORIZED AGENT OF THE OWNER AND HEREBY MAKES APPLICATION FOR PERMIT AND INSPECTION OF WORK DESCRIBED AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS REGULATING THE WORK.

APPROVAL MAY BE REQUIRED FROM OTHER AGENCIES PRIOR TO ISSUING A PERMIT. THIS PERMIT WILL EXPIRE IF WORK HAS NOT STARTED AND INSPECTED WITHIN 6 MONTHS, OR IF WORK HAS BEEN DISCONTINUED FOR A PERIOD OF 12 MONTHS. A SEPARATE PERMIT WILL BE REQUIRED FOR SIGNS ERECTED, IF APPLICABLE. NO REFUNDS WILL BE PROCESSED AFTER ISSUANCE OF THIS PERMIT.

APPLICANT'S SIGNATURE DATE PRINT APPLICANT'S NAME

APPROVED BY / DATE	
EMERALD RQ #	

Make checks payable to:
CITY OF CHARLOTTE
C/O Planning - Zoning & Permitting Division
2145 Suttle Avenue
Charlotte, NC 28208

METHOD OF PAYMENT
☐ CASH/CHECK ☐ ACCOUNT

ORIGINAL-White INSPECTOR-Blue CUSTOMER-Yellow

CHARLOTTE

CHARLOTTE PLANNING, DESIGN & DEVELOPMENT DEPARTMENT
ZONING ADMINSTRATION-PERMITTING

COMPLIANCE LETTER FOR FAMILY CHILDCARE HOME

A facility run by an individual who resides in a single-family residence that provides supervision or care on a regular basis in the individual's home for children who are not related by blood or marriage, and are not the legal wards or foster children of the supervising adult. Family Childcare Homes must be licensed by the North Carolina Department of Health and Human Services. The facility may be established as an accessory use to a single-family detached dwelling unit, in compliance with Section 12.502 of the City of Charlotte Zoning Ordinance.

Location: _____Parcel ID#_____

Family Childcare Home Operator: _____

Property Owner (if different from Operator): _____

Name of Family Childcare Home: _____

Number of shifts and hours of operation: _____

INSPECTION CHECKLIST

1. The single family detached dwelling unit containing the family childcare home must be the primary residence of the operator/primary caregiver.
2. The minimum lot area must be equivalent to the minimum lot area for a single family detached dwelling for the district in which it is located for 8 or fewer children. The minimum lot area must be equivalent to the minimum lot area for a duplex dwelling for the district in which it is located for a Childcare Center serving 6 to 12 preschool children.
3. The dwelling unit must meet the minimum setback, yard, and height requirements for the district in which it is located.
4. New family childcare homes must be separated from existing family childcare homes and childcare centers in a residence in a single-family residential district by a distance of 400 feet measured in a straight line from the closest point of each lot property line, excluding a childcare facility operating as an accessory use to a religious institution.
5. Any building additions and/or ornamentations to the residential dwelling unit must be in general character with other homes facing the same street as the family childcare home.
6. Outdoor play space and play equipment must be located in the required or established rear yard.
7. Outdoor play space must be screened from adjoining single-family uses and single-family residential zoning districts, per Section 12.303(2). If a fence is used, a maximum of 50% of the fence surface may be left open and the finished side of the fence shall face the abutting property.
8. Outdoor play is not permitted after sundown.
9. One (1) unlighted identification sign (requires a sign permit), not to exceed four (4) square feet, may be attached to the residence. Detached identification signs are not permitted.
10. A maximum of eight (8) children are permitted during one shift, and a maximum of five (5) children are permitted during one other shift. No more than two (2) shifts are permitted within a 24-hour period.
11. Only one (1) person, at any one time, who resides outside of the residence, may be an employee.
12. The operator's own pre-school age children must be counted in the number of children allowed. School age children of the operator are not counted.
13. Only four (4) parking spaces.
14. The Zoning Change of Use permit is only valid for 6 months. An inspection for compliance must be obtained prior to the permit expiration.
15. Chain link type fencing should not have sharp wire points along the top edge, unless it is 6 feet or higher.
16. Gates (minimum of one 3 feet wide) should have a latch or keeper that allows gate(s) to be held closed. Gate(s) should be in good repair and operate freely.
17. Gaps in all fencing should be approximately 5 inches or less between the ground and bottom of fence to prevent child from crawling under it.
18. Wood fencing should be in good condition, free of loose material and broken pieces.
19. Split rail fencing should have wire mesh with 2 inches or less horizontal openings applied on the inside (child side) to prevent climbing.
20. Stockade fencing should have vertical boards on inside to prevent climbing. Fence must be firm to resist high winds that could blow the fence down.
21. Cars, vans, trucks, or trailers of any kind should not be inside fenced play area.
22. Sheds, storage buildings and wood decks should be in good repair. Where elevated above ground, protective barrier should be provided to keep small children from crawling under it and getting trapped (approximately >5 inches and < 24 inches clear should be sealed from children's access).
23. All exterior heating and cooling equipment, including related electrical boxes, should not be inside fenced play area. As needed, a separate fence installed 3 feet from such equipment would allow for servicing.
24. Low (less than 4 feet off the ground) electrical breaker boxes should be secured or locked to prevent children from opening.

25. Pipes, poles, stakes and tree stumps less than 4 feet high should not be in play area.
26. Stacks or piles of firewood should not be in play area.
27. Holes and sharp drops in elevation should be corrected or guarded to prevent harm to children.
28. Dead trees or trees with "dead wood" should be removed/corrected if in play area or overhanging play area.
29. Pools (above or below grade) should be guarded from children. Hot tubs must have locking, firm safety covers in place, if in play area.
30. Dogs are not allowed in children's play area.

Applicant has made application for a Zoning Use Permit and is eligible to receive zoning compliance for a Family Childcare Home/Childcare Center with _____ to _____ children located at the above physical address. A final zoning inspection will be scheduled after the applicant returns this form completed by the North Carolina Division of Child Development. All applicants must return this supplemental application form signed and dated by a representative of the North Carolina Division of Child Development assigned to your application prior to final zoning approval. ____If checked here, I acknowledge that my program does not meet the definition of child care as defined by North Carolina General Statute 110-86(2) and (3) and is not required to be licensed by the Division of Child Development and Early Education.

I, the undersigned, have read the above requirements and understand that I must comply in order to be permitted for a Family Childcare Home

_____	_____	_____
(Signature of Operator)	*(Print Name)*	*(Date)*
_____	_____	_____
(Signature of Property Owner, If different than Operator)	*(Print Name)*	*(Date)*

If you are not the owner of this property, we will need the owner to give permission for this action by having his/her signature notarized.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this _____day of _____ 20____.

_____
Owner

_____
Address

Witness:

_____
Notary Public

_____
Date

My commission expires: _____

VERIFICATION

Applicant listed above has submitted an application to the North Carolina Division of Child Development to operate a Family Childcare Home/Childcare Center and is eligible to be approved to receive a license for the above requested use**.**

_____

North Carolina Division of Child Development ***Date*** ***Phone***

FINAL ZONING APPROVAL: A zoning inspection for the above listed location has been completed and the applicant has met all zoning regulations to operate a Family Childcare Home/Childcare Center as permitted.

_____

Zoning Inspector ***Date*** ***Phone***

MECKLENBURG COUNTY
Land Use and Environmental Service Agency

Date:_____

Phone # (where we can reach you) _____

Name: _____

Address: _____

_____

CARD EXP DATE: _____

Printed Name: _____

Signature: _____

(Choose one only)

I,_____, give Mecklenburg County Revenue Collection Department permission to charge $_____, To my (Visa/MC/Discover)_Visa_____for payment to the following Acct #_____.

I,_____, give Mecklenburg County Revenue Collection Department permission to charge $_, To my (Visa/MC/Discover)__Visa_____for payment of estimated upfront fees for Project #_____.

PLEASE DO NOT WRITE CREDIT CARD NUMBER
ON THIS FORM

PEOPLE PRIDE PROGRESS PARTNERSHIPS
2145 Suttle Avenue Charlotte, North Carolina 28208-5237 (980) 314-2633 Fax (877) 289-9718
Luesa-sf@mecklenburgcountync.gov