

# City of Union City

[www.ci.union-city.ca.us](http://www.ci.union-city.ca.us)

**Planning Department**  
34009 Alvarado-Niles Rd.  
Union City, CA 94587  
510.675.5319

**Fire Department**  
34009 Alvarado-Niles Rd.  
Union City, CA, 94587  
510.675.5320

**Community Care Licensing**  
1515 Clay Street, Suite 1102  
Oakland, CA 94612  
510.622.2602

**Business License Information**  
510.675.5343

**Building Inspection Information  
Permit Center**  
510.577.3405

**Local Resource & Referral Agency**  
4C's  
510.582.2182

## Small Family Child Care Homes

*Small family child care is allowed "by right" in residential districts. No zoning, fire, or business permits required.*

## Large Family Child Care Homes

*Maximum of 14 children, including provider's own children less than 10 years old.*

**Zones:** Residential districts

**Permit:** Administrative use permit.  
**Fee:** \$408

**Approximate Time for Approval:**  
4-8 weeks

**Application:** Available at planning department. Site plans, floor plans, written statement of business practices, hours of operation, and list of adjacent property owners is required.

Applications undergo a coordinated preliminary review by different city departments (fire, building, engineering, etc.) free of charge. Applicants are presented "up-front" with all costs and conditions needed to acquire a permit. If an applicant wishes to proceed, they then pay the fee and submit a formal application with the help of a city planner.

**Impact Requirements:** Parking and traffic concerns are priorities. A garage or driveway with a minimum of two spaces available for use at all times is required. Outdoor play time should be staggered to reduce noise. New traffic patterns and means to alleviate inconveniences and dangers to the neighborhoods must be explored (e.g. adding stop signs). A clear drop-off and pick-up area for children and a means to keep children out of the roadway are also priorities.

**Hearing:** Prior to the Zoning Administrator's approval of the plan, notices are sent to property owners and tenants within a 300 foot radius of the property. Applicants need to provide the planning department with this list. If an affected individual protests the permit's approval, a hearing is set before the Planning Commission.

**Appeal Process:** Written appeal must be filed within five days of resident notification of Planning Commission's decision. Revised plans and testimony are presented to the City Council for further review. **Appeal Fee:** \$408

**Fire Clearance:** Required. **Fees:** Pre-inspection offered at \$50; regular inspections at \$86.14 an hour; no charge for annual inspections.

**Business License:** Required. **Fee:** \$128

## Child Care Centers

**Zones:** Residential, commercial, and light Industrial

**Permit:** Conditional use permit.  
**Fee:** \$699 in residential districts; \$1165 in commercial districts

**Approximate Time for Approval:**  
4-12 weeks

**Application:** Same information required of large family child care homes; however, the review process is more formal.

**Impact Requirements:** One parking space for every ten children and for every two employees. Other requirements similar to large family child care homes, including mitigating traffic and noise concerns.

**Hearing:** Hearing required. Residents within a 300 foot radius are notified by mail. A hearing is conducted before the Planning Commission.

**Appeal Process:** Written appeal must be filed within five days of Planning Commission's final decision. Revised plans and testimony are presented before the City Council in 25 to 30 days. **Appeal Fee:** \$408

**Fire Clearance:** Required. **Fees:** Pre-inspection offered at \$50; regular inspections at \$86.14 and hour; no charge for annual inspections.

**Business License:** Required. **Fee:** \$128

**Fee information is as of October 2002. Fees and process should be used as general guidelines, and could be subject to change.**

# City of Union City – Guide to Obtaining a Land Use Permit

## 1. Visit the Planning Department

Apply for a use permit at the Community Development Department at 34009 Alvarado-Niles Road.

Union City requires **large family child care homes** to obtain an **Administrative Use Permit**.

**Administrative Use Permits** indicate that all zoning ordinances are met and that the permit can be granted without variances, or special considerations. These permits are granted by the Planning Department, but may require a public hearing if a neighbor opposes your child care business.

All **child care centers** require **conditional use permits**, which always includes a public hearing.

A conditional use permit means that certain "conditions" must be met in order for Union City to approve the use of child care on a certain property. These conditions are ultimately made by planning staff, the Planning Commission, or City Council; however, the previous page lists the usual conditions placed upon child care facilities.

## 2. The Written Application

City planners and other department officials are on-hand to assist you at the Permit Center. You must do the following:

- a. Complete a narrative, including information about your business, hours of operation, number of children served, etc.
- b. Submit physical plans for a new building and/or site, floor, and transportation plans for a home-based facility.

## 3. Preliminary Plan Review

Officials from fire, engineering, building, and other departments may review your plans before you pay an initial deposit. This service grants you a rough estimate of changes you must make to your home or building in order to meet city ordinances.

If you wish to file a formal application, large family child care homes pay an application fee of \$408 and child care centers pay an application and staff review fees of around \$699 if the center is in a Residential Zone and \$1,165 in a Commercial Zone.

## 4. Public Notices Sent Out For Large Family Child Care

If your application meets the minimum zoning ordinances listed on the front side of this sheet, the Zoning Administrator should approve your permit and then notify all residents and businesses within a 300 foot radius of your property about your new business. This notification is sent through the mail; however, it is a good idea to contact your neighbors personally about your intended business before public notices are sent out (See Appendixes C&E)

- A. If no neighbor complains, your **administrative use permit** is granted. (see Approval)
- B. If a neighbor files a written appeal to the **Planning Commission** within five days of notification, a public hearing before the Planning Commission is scheduled and the same residents or property owners invited to attend.

## 8. City Council

At an upcoming City Council meeting members will make the final decision to approve or deny your permit.

## 6. Approval

- Congratulations! You have one year to begin child care within the home or begin construction of the new facility.
- If a hearing was required, the Planning Commission or City Council may require additional changes to the site.
- Additional permits may be needed depending on the scope of your project (i.e. building permits for construction, signs, etc.). The cost for these reviews is not included within the initial application fee.
- Your permit is good for as long as you own your property and use it for child care.
- Applicant must obtain a business license by contacting the City Finance Department.
- Applicant must meet all the standards of Community Care Licensing and Fire Department.
- Contact 4C's for additional assistance throughout this process.  
These phone numbers are included on the previous page of this document.

## 7. Appeal

Contact the City Clerk to file a written letter of appeal to the City Council appealing Planning Commission's decision.  
**The appeal fee is \$408.**

## 6. Denial

Due to citizens' complaints or evidence that your project will negatively impact your neighborhood, the Planning Commission may not approve your permit.

## 5. Public Hearing before the Planning Commission

Attend the Public Hearing before the **Planning Commission**. Be prepared to resolve complaints from neighbors who might be concerned about the noise of children playing outside or the traffic congestion from clients dropping off children. Outline steps that you are taking to decrease the negative impacts of your business within your neighborhood and the positive ways that your business will help working parents and their children.

## 4. Staff Review and Public Notices For Child Care Centers

When your application is complete, staff will write a report of your project to be presented before the **Planning Commission** for approval.