



HOME DAYCARE CHECKLIST

Application

- Completed Planning Board Application
- Cover letter
 - Provide a general description of the proposed childcare use and a narrative describing how the requirements below will be met. Include the proposed hours of operation.
- Documentation establishing right, title and interest in the property

Submission Requirements

- Map of the subject property using aerial photography. This map may be generated using the City's mapping program. <https://www.axisgis.com/WestbrookME/>
- Photographs of the subject property including the area proposed for parking, play space, existing landscaping (trees and shrubs) and photographs from the property to abutting properties and roadways.
- Floor plans of the existing or proposed building.
- Survey plan of the property may be required.

Requirements

- A minimum of 50-sq. ft. of dedicated outdoor play area shall be required for each child.
- All play areas shall be enclosed by a minimum of four (4) foot fencing
- A combination of fencing with plantings shall be installed such that the area is screened from abutting residential properties in terms of both sight and noise
- One (1) off-street parking space shall be provided for each employee or volunteer, and one (1) off-street parking space for every 6-children shall be provided
- The parking area shall be in a safe location, shall include an area for snow storage and shall permit the parent to move directly to the entrance for the loading and unloading of children without affecting the movement of other vehicles
- The proposed facility shall not burden on-site septic or off-site waste disposal
- There shall be toilet facilities on every floor of the facility. Where the facility is a home daycare provider, separate toilet facilities shall be provided for the residential and facility uses.
- All facilities shall demonstrate that they meet the requirements for licensing by the state and shall provide proof of state licensure prior to issuance of a Certificate of Occupancy and shall meet all sanitary, plumbing code, fire code and building code requirements, as identified by the Code Enforcement Officer

- Based on location, area, traffic and neighboring uses, the Code Enforcement Officer or Planning Board may set the hours of operation
- If the operator of the facility is not the owner of the property on which the facility will be located, the operator shall provide evidence of the property owner's consent to the facility. The operator shall also provide proof of interest in the property, such as a deed or lease.

Fees

- Non-refundable application fee (\$250.00)
- Additional noticing fees will be provided during the application review

Copies

- 15 copies of all application materials