



## Application Checklist

# Director Review

## Group Child Care Home (7-12 children)

Group Child Care Homes for 7 to 12 children require additional zoning review and approval by the Planning Department. Please be aware that zoning approval runs with the property, and not the individual. If you move, you will need to resubmit for your new address.

Complete and submit the following information:

**Signed Application Form**

Complete pages 2 - 3 of the application form.

The application must be signed by the applicant and the property owner (if different).

**Description of Project** (Use letterhead if possible.)

The written description shall include:

- Hours and days of operation
- Number of employees
- Number and location of parking spaces
- Pick up and drop off location and procedures

**Site Plan**

Submit a plan of the property where the day care will occur. This can be in the form of a property survey, a neatly hand-drawn plan, or an aerial photo. Identify parking, pick-up and drop-off, and play areas.

**Floor Plan**

Provide a floor plan of the house, including any locations specific to the childcare operation. Neatly hand-drawn plans will suffice. Alternatively, a sketch is often available as part of the tax information kept by Kent County on their website at [www.accesskent.com](http://www.accesskent.com). Choose online services, then property search. Once the property information is accessed, chose the "parcel summary" tab.

**"Zoning Approval for Group Child Care Homes" form**

This is a form that the State of Michigan requires to prove that local zoning approval has been obtained. Fill out the licensee information at the top of the form. City staff will complete the rest.

**Fee: \$211**

Payment options:

- Check (payable to City of Grand Rapids)
- Credit card in person at Development Center
- Credit card by phone by calling (616) 456-4100

**Plan Submittal**

One hard copy, or digital submission in PDF format sent to [planning@grcity.us](mailto:planning@grcity.us)