



CITY OF CHESTER
PLANNING DEPARTMENT
CITY HALL, 1 FOURTH STREET
CHESTER, PA 19013
Phone: 610.447.7707

Instructions for Zoning Approval of Child Day Care Use Application

For additional information, please visit the city's website at
www.chestercity.com
See Planning Department page for Zoning Map and Zoning Ordinance.

Notes:

- A. Please submit all required materials indicated below. An application will not be accepted if all required materials do not accompany the application form.
- B. If applicable, use separate applications for subdivisions/land development and sign approval.
- C. If zoning approval is received, the applicant must provide the City of Chester a copy of the certificate of registration as required by Pennsylvania law for the proposed Child Day Care use.

INSTRUCTIONS:

1. Complete the Application for Zoning Approval of Child Day Care Use form.
2. Attach two (2) copies of a fully dimensioned **Site Plan** (see below for site plan information requirements for day care use).
3. Attach one (1) copy of the **Emergency Plan** for the proposed Child Day Care use as required by Pennsylvania law.
4. For a day care use proposed in an existing building, attach 4" x 6" color photographs of all interior spaces related to the proposed day care use. Photographs printed on 8.5" x 11" paper is acceptable.
5. Enclose the required application fee (see City's fee schedule) with certified check or money order payable to the City of Chester.

SITE PLAN INFORMATION REQUIREMENTS FOR DAY CARE USE:

1. Plans must be drawn to one of the following scales:
Engineer: 1"=10'; 20'; 30'; 40'; 50'; 60'
Architect: 1/16; 1/8; 1/4; 3/16
2. Site plans are limited to a maximum of 2 sheets per set. An additional sheet listing supplementary information may be submitted.
3. The minimum sheet size is 11" x 17" and the maximum is 24" x 36".
4. The plans must include the following information:
 - locations, dimensions and uses of existing and proposed structures,
 - locations and dimensions of parking, loading, pick up/drop off areas,
 - locations and dimensions of outdoor play space(s),
 - locations and height of existing and proposed fencing,
 - locations of existing and proposed uses of areas of land, with existing features clearly distinguished from proposed features,
 - notes showing the dimensions of all buildings from lot lines and street rights-of-way,
 - locations of any watercourses and any 100 year floodplain,
 - proposed lot areas, lot widths and other applicable dimensional requirements,
 - locations and widths of existing and proposed sidewalks,
 - proposed number and age range of proposed children to be cared for,
 - proposed hours of operation, including days of the week,
 - if applicable, number of residents living in dwelling where day care is proposed to occur, and
 - a north arrow and scale.



Application for Zoning Approval of Child Day Care Use

SUBMIT COMPLETE APPLICATION TO:
CITY OF CHESTER
PLANNING DEPARTMENT
 CITY HALL, 1 FOURTH STREET
 CHESTER, PA 19013

OFFICE USE ONLY

DATE RECEIVED: _____

ZONING DISTRICT: _____

CCPD FILE NO: _____

NOTES:

- This permit applies to ZONING COMPLIANCE ONLY and shall not relieve the applicant from obtaining other such permits as may be required by law.
- If applicable, use separate zoning approval applications for signs and land development.
- The City of Chester has the right to request a property survey.

APPLICANT MUST COMPLETE ALL INFORMATION BELOW. PRINT CLEARLY AND PROVIDE FULL DETAILS.

LOCATION OF PROPERTY (LEGAL ADDRESS):

PROPERTY OWNER'S NAME:

PHONE:

EMAIL:

PROPERTY OWNER'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):

APPLICANT (IF DIFFERENT FROM THAT OF OWNER):

FIRM/COMPANY:

PHONE:

APPLICANT'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):

EMAIL:

RELATIONSHIP TO OWNER:

- TENANT/LESEE
 ATTORNEY
 CONTRACTOR
 DESIGN PROFESSIONAL
 EXPEDITOR

EXISTING USE:

PROPOSED USE:

- FAMILY DAY CARE HOME (CHILD DAY CARE AS AN ACCESSORY USE)
 GROUP DAY CARE HOME
 CHILD DAY CARE CENTER

IF THE PROPOSED DAY CARE USE IS LOCATED IN A RESIDENTIAL DISTRICT, IS IT LOCATED WITHIN 300 FEET OF AN EXISTING DAY CARE USE?

- YES
 NO
 NOT APPLICABLE

IF YES, PROVIDE THE ADDRESS OF THE FACILITY OR FACILITIES:

SITE PLAN ATTACHED

EMERGENCY PLAN ATTACHED

DESCRIPTION OF WORK/CHANGE:

DESCRIPTION AND/OR PHOTOGRAPHS ON ADDITIONAL SHEET (ATTACHED)

CHECK/MONEY ORDER NO: _____

All provisions of the Zoning Ordinance and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Planning Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

 APPLICANT SIGNATURE

 DATE (Month/Day/Year)