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## ACCESSORY USE PERMIT APPLICATION

### Small Day Care Home

A small day care home is intended for the care of up to six (6) children not related to the care provider by birth, marriage, or adoption at any given time. Adult care is limited to three (3) adults eighteen (18) years old or older.

**(Please print clearly)**

Applicant name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email address: \_\_\_\_\_

**(All correspondence will be emailed to this address unless otherwise requested.)**

Residence Type:  Single-family detached home  Multi-family Townhouse  
 Manufactured home  Single-family attached (duplex)  Multi-family Apartment

Name of Small Day Care Home: \_\_\_\_\_

1. Total number of employees: \_\_\_\_\_
2. Total number of employees who are **NOT** full-time residents in the dwelling: \_\_\_\_\_
3. Number of children or adults (not related to the owner) being cared for at this residence:  
\_\_\_\_\_
4. Number of available parking spaces for the residence: \_\_\_\_\_  
*(Do **NOT** include on-street parking and/or adjacent lots. A minimum of three (3) off-street parking spaces are required).*
5. Town of Cary Privilege License Number: \_\_\_\_\_
6. Town of Cary Building Permit/Inspection Number: \_\_\_\_\_

**Requirements:**

- ❖ A small day care home is intended for the care of up to six (6) children not related to the care provider by birth, marriage, or adoption at any given time. Adult care is limited to three (3) adults eighteen (18) years old or older. Small day care home uses shall be permitted as an accessory use in a residential dwelling unit provided that all the following provisions are met:
  - (a) Appropriate licensing by the North Carolina Department of Health and Human Services, Division of Child Development is maintained;
  - (b) The home shall comply with the parking standards in Table 7.8-1. No less than three (3) on-site parking spaces shall be provided, and the number and location of parking spaces shall be adequate to provide for child drop-off and pick-up in a safe manner;
  - (c) The principal person or persons operating the day care home must reside on the premises;
  - (d) The day care home shall employ no more than one (1) person who does not reside on the premises; and
  - (e) The operator obtains all required permits and licenses from the Town of Cary
- ❖ No signage associated with the home occupation is allowed.
- ❖ A privilege license is required prior to the issuance of this permit – Contact Finance Department, (919) 460-4952.
- ❖ A building inspection is required prior to the issuance of this permit - Contact Inspections and Permits Department, (919) 469-4043.
- ❖ A License from NC Department of Health and Human Services may be required - Contact DHHS, (919) 362-9675.
- ❖ Proof of property owner’s approval is required if the daycare provider is not the owner of the property.
- ❖ A sketch of the lot showing the residence, location of all required parking, and outdoor play area with fencing (if applicable).

*Please note some Homeowners Associations (HOA) may prohibit home based businesses and home day cares. It is your responsibility to check with your HOA to ensure home day cares are permitted.*

I hereby certify that I am making application for myself and that the statements given are true to the best of my knowledge. I understand that failure to address any item listed on this application shall result in the application being returned to me for revision and resubmission.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner, if different from above

\_\_\_\_\_  
Date

*Please read the above application carefully and ensure all sections are completed. Incomplete applications will be returned within **3 days** from receipt. Non-response from applicant after **15 days** will cause the application to be considered **denied** and a new application fee shall be required for future re-submittals.*

*This permit is valid only as long as the use meets the provisions for home occupations specified in the Zoning Ordinance and may be revoked any time the use does not meet the provisions of the Zoning Ordinance or other applicable ordinances. The permit is not transferable.*

Attachments: Cary Land Development Ordinance Section 5.3.4(M) Accessory Uses and Structures Allowed – Small Day Care Home

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*Please deliver a copy of this completed application to Inspections and Permits Department prior to operating your small day care home.*  
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**STAFF USE ONLY**  
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This is to advise you that your request for an Accessory Use Permit is **approved / denied** subject to the following:

- All vehicles used in connection with the home occupation are of a size, and located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the neighborhood. Commercial vehicles shall not be permitted.
- No more than two vehicles are allowed per home occupation. Advertising devices on all vehicles associated with the home occupation shall be removed when parked on-site or parked in an enclosed garage.
- The home occupation shall not employ more than \_\_\_\_\_ person who does not reside on the premises.
- The home occupation causes no change in the external appearance of the existing buildings and structures on the property.
- Please note that any Homeowners' Association (HOA) restrictions and covenants regarding home based businesses and home day cares may supersede Town regulations and authorities. You may want to check with your HOA prior to starting your day care.
- A minimum of three off-street parking spaces shall be provided for home day-care, additional parking spaces may be required to provide safe loading and unloading of children. No on-street parking or drop-off shall be permitted at any time associated with this Accessory Use Permit.
- It is your responsibility to contact the Inspections and Permits Department at (919) 469-4043 to schedule any necessary building and/or fire safety code inspections prior to starting your home day care.
- Small home day-cares shall only care for a maximum of six children at any one time, where no more than five of the children shall be preschool age, and no more than three children shall be of school age or older.
- The home occupation is limited to 500 square feet.
- It is your responsibility to follow all State and Federal day-care regulations and obtain any necessary State or Federal permits. Please contact Karin Sheffer with the NC Division of Child Development at (919) 362-9675 for any licensing requirements prior to starting your home day care.
- A copy of this email shall be kept on the premises where the home occupation occurs.

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Staff Name**

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Date**