



City of Westbrook

PLANNING BOARD APPLICATION CHILD CARE SPECIAL EXCEPTION CHECKLIST

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 866-559-0642

CHILD CARE SPECIAL EXCEPTION CHECKLIST

Application

- Cover letter
- Completed application
- General description of the proposed special exception

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 offsite waste disposal.
- There shall be toilet facilities on every floor of the facility. Where the facility is a Home Day Care 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.

Supporting Documents

- A narrative describing the existing and proposed use of the property and including how the requirements above will be met. Include in the narrative the proposed hours of operation and



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the requested number of children for which care would be provided. This can be included in the cover letter.

- Map of the subject property using aerial photography and showing the subject property and properties on all four sides. This map may be generated using the city's mapping program <https://eis.woodardcurran.com/westbrook/>.
- 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, and any existing buildings that would remain and photographs of the interior of buildings proposed to remain.
- Floor plans of the existing or proposed building.
- Existing survey plan of the property "as necessary".

Definitions

Day Care Center: A dwelling or facility in which day care is provided for between 4 and 12 children under the age of 16, licensed in accordance with state statute.

Home Day Care Provider: A person who provides day care in that person's primary residence, on a regular basis, for 3 to 12 children under the age of 13 years who are not the children of the provider. Such a facility is allowed only in one or two family dwellings.

Child Care Center: A building in which daycare and education programming for children up to kindergarten age is provided. Such a facility shall be considered a commercial operation and shall not be located in a building containing on or more dwelling units. Such a facility may provide for the care of older children in after school programs and shall be consistent with Maine licensing statutes.

Fees

- Non-refundable Special Exception fee of \$250.
- The applicant will be billed separately for the cost of the required notice to abutters.

Copies

- 10 sets on 11"x17" sized paper.